

**SANTA CLARA COUNTY OFFICE OF EDUCATION  
Personnel Commission**

**CLASS TITLE:** Warehouse Person, Lead

**BASIC FUNCTION:**

To coordinate, organize, oversee, and participate in the receipt, storage, delivery, inventory, and distribution of supplies, materials, and equipment and to maintain related records and files. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification assist in directing, coordinating and monitoring the work of others. This



Maintains time records of assigned staff

Oversees and participates in the maintenance of the warehouse facilities and equipment in a clean, safe, and orderly condition

Monitors warehouse operations to ensure that all fire prevention and pest control standards are met

Assists in the receipt, storage and disposal of surplus or unserviceable equipment

Maintains good public relations with customers

Compiles lists of serviceable used equipment and supplies to be published and circulated to all activities for possible redistribution

Initiates "hidden damages" freight claims

Maintains and disposes of official SCCOE records

Insures conformance to established safety practices

Secures warehouse and compound on a daily basis

Trains subordinate staff as assigned

Operates delivery truck, forklift and other warehouse tools and equipment

Operates a computer and assigned software programs; operate other office equipment as assigned

Services vehicles with gas, oil and other fluids

Oversees all warehouse functions in the absence of the warehouse supervisor

Delivers and picks up interoffice mail and educational materials

Performs related duties as required.

**EMPLOYMENT STANDARDS**

**POSSESSION OF:**

A valid and appropriate California Drivers License

A safe driving record which meets the County Office of Education's insurance requirements

**KNOWLEDGE OF:**

Methods, practices and procedures used in the receipt, processing, storage, pick-up and delivery of mail and materials

Proper methods of storing, delivery, distribution and disposing of equipment, materials and supplies and



disposing of obsolete items  
Elementary principles of preventative maintenance of vehicles  
Safety rules and regulations as related to warehouse and delivery operations  
Inventory techniques and methods  
Safe driving practices and traffic laws  
Health and safety regulations.

**ABILITY TO:**

Ensure the receipt, storage, shipment and delivery of materials, supplies and equipment to various locations

Recommend effective store-keeping procedures

Understand and carry out both oral and written instructions in an independent manner

Successfully maintain appropriate levels of designated stock and aintf42B5h EMC Q BT /P auT / 34.141 0 Td



Revised: 07/02/85; 01/86; 05/22/03; 08/21/03; 01/27/05; 01/11/12; 05/08/2015

