

**WAREHOUSE SPECIALIST**  
**Job Description**

**CATEGORY:** PLANT OPERATIONS  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 62  
**REPORT TO:** EXECUTIVE DIRECTOR OF FACILITIES AND PHYSICAL PLANT  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

Responsible for supervising, directing, and coordinating the daily operations of the warehouse including the management of the warehouse, maintenance of maximum and minimum stocks, and for the operation of an inventory accounting system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises the maintenance of records, the preparation of parts/supplies orders, the receiving, inspecting, and storing and disbursement of parts/supplies.
- Determines which parts/supplies should be stocked and optimizes stocking/warehousing strategy to ensure continued operation and the lowest possible cost.
- Prepares specifications, obtains price quotes, and prepares requisitions to adequately stock the warehouse/tool crib.
- Reviews invoices and approved payment of shipments received.
- Monitors, reviews and corrects transactions in the inventory accounting system.
- Ensures departmental work orders are accurately charged for parts/supplies that are disbursed from the warehouse.
- Oversees the purchasing of parts/supplies for the facilities maintenance department.
- Supervises inventory of parts/supplies stored in warehouse and conducts annual inventory checks.
- Coordinates the environmental disposal of paint, fluorescent lamps, ballasts and other items as required.
- Performs checks on the campus vehicles and coordinates the preventive maintenance associated with it.
- Cleans and lubes the tools that are checked out to ensure that they are in good working order.
- Keeps the warehouse clean and in an orderly fashion.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.

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- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of inventory control systems including the knowledge of concepts such as 5S, ROP, FIFO, Kanban, etc.
- Functional and technical knowledge of building system operation is necessary with proficiencies in electrical, plumbing, and HVAC distribution systems.
- Knowledge of Federal, State and Local laws, ordinances, and codes relating to the operation and safety of facilities.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma, or the equivalent, AND five (5) years of experience in managing the operations of a warehouse.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

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#### **PREFERRED EDUCATION AND EXPERIENCE**

- Associates degree in business from an accredited college AND ten (10) years of experience in managing the operations of a warehouse.

#### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- OSHA Certification required within one (1) year of employment.
- Forklift Certification.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma, or the equivalent, AND five (5) years of experience in managing the operations of a warehouse?
  - Yes
  - No
3. \*Are you proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others?
  - Yes
  - No
4. Do you have an associate's degree in business from an accredited college AND ten (10) years of experience in managing the operations of a warehouse?
  - Yes
  - No
5. \*Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
  - Yes
  - No
6. \*Do you have an OSHA Certification or can you obtain your certification within one (1) year of employment?
  - Yes
  - No
7. \*Do you have a Forklift Certification?
  - Yes
  - No