



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	FOREMAN PARTS WAREHOUSE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8560
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for all warehouse operations, and staff at for (4) parts warehouses; three parts warehouses supporting the Transportation division and on parts warehouse supporting the Property Management and Maintenance division.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates all phases of purchasing and warehousing of parts in compliance with the Kentucky Model Procurement Code and Board Policies
- Coordinates the stocking, procurement, tracking, and efficient distribution of parts
- Schedules delivery of supplies, keeps records of stock, and advises when to order supplies
- Processes for payment, the necessary papers on items received Possess knowledge of the materials and their functions for all parts in the parts warehouses
- Provides leadership to parts inventory workers in ordering, filing, shipping, and stocking supplies
- Assumes responsibility for daily shift coverage; works after hours; assigns overtime per union rules as needed
- Assumes responsibility for making job assignments for all warehouse workers in the parts warehouses
- Trains parts warehouse workers in all daily tasks related to the job
- Uses computerized systems to process receipts, withdrawals, orders, and to run reports
- Provides data metric reporting as requested my management
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at time requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull medium to heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fume, and gases.

MINIMUM QUALIFICATIONS

- Associate degree or equivalent experience
- Three (3) years of parts warehouse experience
- Working knowledge of warehoused stock relative to automotive/mechanical/maintenance parts warehouses
- Valid driver's license
- Ability to communicate effectively

DESIRABLE QUALIFICATIONS
Knowledge of procurement and computerized inventory systems and procedures
Three (3) year supervisory/lead experience in warehousing
Experience in a diverse work place