**Directions: This document is meant to be edited by each company to suit its needs.**

1. **Insert your logo in the header.**
2. **Go through the entire document, adding and deleting elements to fit your needs.**
3. **At the drop-down sections, choose items appropriate to your company – delete lines not needed or add lines where needed. Only include items required for the job.**
4. **Fill in the physical requirements chart based on your expectations.**
5. **Delete these instructions before printing.**

**Position Title: Warehouse Manager**

**Position Purpose and Objectives**

A warehouse manager coordinates the flow of inventory relating to service work, project contracts, the warehouse and fleet.

* Responsible for inventory management (including supplies, tools and equipment), ordering, incoming delivery processing, storage, loading and dispatching job materials, and job return processing.
* Maintain yard, warehouse, equipment and fleet for maximum return on investment.

**Department: Warehouse**

**Department Supervisor: Operations**

**Direct Supervisor: Operations**

**Directly Reports: Warehouse helpers**

**Employment Status: ☐ Exempt (salaried) or ☐ Nonexempt (hourly)** (Check one)

**Specific Duties, Function and Essential Responsibilities:**

**Fleet-**

* Assign or procure proper vehicle(s) required to complete specific tasks or projects
* Inspect company vehicles and identifies any deficiencies, report to Safety Director as needed
* Track fuel usage from storage tanks
* Coordinate automotive repair and maintenance services to obtain maximum utilization of automotive equipment and prevent operational delays in other departments
* Assume responsibility for developing and maintaining the appropriate files for the preventive maintenance of company vehicles
* Assist Human Resources with new driver employees and/or driver records
* Responsible for the overall direction, coordination and evaluation of vehicle units with respect to safety and fleet management
* Enforce the preventive maintenance program with company drivers; report violations to the Safety Director
* Pick-up and deliver vehicles to dealerships and/or repair shops
* Review daily forklift inspections, coordinate forklift repairs and tire replacements

**Warehouse-**

* Assign or procure proper tools and equipment required to complete specific tasks or projects
* Authorize and arrange for purchase of supplies, tools, equipment and parts
* Track and record all tools and equipment to and from jobs
* Coordinates all tool and equipment repairs and returns from outside vendors
* Order LP Gas, fuel, oil and lubricants for company vehicles and equipment
  + Direct recording of expenses and analyze purchase and repair costs to control expenditures
* Eliminate congestion within the warehouse
  + Buffer personnel from outside vendors and deliveries
  + Ensure company funds and company resources are used only for company business
  + Properly store and monitor inventory for maximum efficiency
* Coordinate the clean-up, cutting of grass, weeds and/or trees on company property

**Security**

* Report stolen property to insurance company and law enforcement
* Assist Safety Director, as needed
* Serve as Safety Committee Member
* Attend safety seminars and training
* Coordinate with outside vendors on safety program awards orders
* Coordinate annual inspection of fire extinguishers
* Participate in accident investigations
* Coordinate monthly Driver Safety meetings
* Assist with New Employee and Forklift training

**Required Knowledge, Skills and Abilities:**

**Work skills – Warehouse and fleet manager must exhibit basic communication and roofing skills necessary to manage a warehouse and fleet.**

**Language skills -** ability to read, analyze and interpret:

* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.

**Oral communication**

* Choose an item.
* Choose an item.
* Choose an item.

**Written communication**

* Choose an item.
* Choose an item.
* Choose an item.

**Mathematical skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

**Computer skills**

Knowledge and skills relevant to technology and software used by company

**Safety and security**

* Choose an item.
* Choose an item.
* Choose an item.

**Quality**

* Choose an item.
* Choose an item.
* Choose an item.

**Productivity**

Meet and strive to increase productivity standards

**Cost consciousness**

* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.

**Relational interaction – Warehouse and fleet manager must be able to thrive in a dynamic, interactive environment.**

**Customer Service -** responds to requests for service and assistance

**Problem solving -** ability to understand complex problems and make decisions that will benefit everyone as much as possible

* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.

**Leadership, Management and Teamwork – Warehouse and fleet manager must be able to work well with others and within a company system.**

**Leadership**

* + - * + Choose an item.
        + Choose an item.
        + Choose an item.
        + Choose an item.

**Delegation**

* Choose an item.
* Choose an item.

**Management**

* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.

**Teamwork**

* Choose an item.
* Choose an item.
* Choose an item.
* Choose an item.

**Education and Experience:**

Essential

* High school diploma or equivalent
* 8-10 years’ related experience in fleet maintenance
* Valid driver’s license with a clean driving record
* Fluent in English
* First aid training
* CDL

Preferred

* Auto mechanic training and/or degree
* Small engine repair certified
* Bilingual in Spanish

**Physical Requirements:**

**These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Never** | **Intermittently** | **Occasionally** | **Frequently** | **Constantly** | **Activity** | **Never** | **Intermittently** | **Occasionally** | **Frequently** | **Constantly** |
| Bending |  |  |  |  |  | **Lifting (lbs.)** |  |  |  |  |  |
| Kneeling |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Twisting/turning |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Crouching |  |  |  |  |  | 21-50 |  |  |  |  |  |
| Crawling |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Walking on a level surface |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Walking on an uneven surface |  |  |  |  |  | **Carrying (lbs.)** |  |  |  |  |  |
| Climbing stairs |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Climbing ladders |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Carrying ladders |  |  |  |  |  | 21-50 |  |  |  |  |  |
| Reaching above |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Using arms |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Using wrists |  |  |  |  |  | **Pushing**  **(lbs.)** |  |  |  |  |  |
| Handling/fingering |  |  |  |  |  | 1-10 |  |  |  |  |  |
| \* Grasping |  |  |  |  |  | 11-20 |  |  |  |  |  |
| \* Squeezing |  |  |  |  |  | 21-50 |  |  |  |  |  |
| **Vision** | **Yes** | **No** |  |  |  | 51-75 |  |  |  |  |  |
| Close |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Distant |  |  |  |  |  | **Pulling**  **(lbs.)** |  |  |  |  |  |
| Color |  |  |  |  |  | 1-10 |  |  |  |  |  |
| Peripheral |  |  |  |  |  | 11-20 |  |  |  |  |  |
| Depth |  |  |  |  |  | 21-50 |  |  |  |  |  |
| **Endurance** |  |  |  |  |  | 51-75 |  |  |  |  |  |
| Repetitive Foot Motion |  |  |  |  |  | 76-100 |  |  |  |  |  |
| Standing |  |  |  |  |  | **Environment** |  |  |  |  |  |
| Walking |  |  |  |  |  | Inside |  |  |  |  |  |
| Sitting |  |  |  |  |  | Outside |  |  |  |  |  |
| Keyboarding |  |  |  |  |  | Heat |  |  |  |  |  |
| **Tool Use** |  |  |  |  |  | Cold |  |  |  |  |  |
| Hand tools |  |  |  |  |  | Dust |  |  |  |  |  |
| Power |  |  |  |  |  | Noise |  |  |  |  |  |
| Drivers |  |  |  |  |  | **Drive** |  |  |  |  |  |
| Forceful grip |  |  |  |  |  | Automatic |  |  |  |  |  |
| Metal brake |  |  |  |  |  | Standard |  |  |  |  |  |
|  |  |  |  |  |  | Forklift |  |  |  |  |  |