

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD MATERIAL SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Manager-Material Support Services, perform responsible lead duties in the warehouse including planning and designation of duties related to shipping, receiving, storing and delivering supplies, equipment and other materials for use in the District; maintain accurate records related to items received; train and provide work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Lead Material Support Technician is a single position class and is the advanced level classification in the series. The incumbent performs lead duties and is assigned accountability for maintaining warehouse records. Material Support Technician incumbents perform general duties in filling stock requisitions and assist with collecting, processing and delivering District and U.S. mail.

REPRESENTATIVE DUTIES:

Perform lead duties in the warehouse; assist in training new personnel; determine appropriate work priorities and perform additional supervisory duties in the absence of the Manager-Material Support Services. **E**

Operate a computer workstation to process warehouse information and maintain receiving records; report shortages, discrepancies and damaged goods to purchasing personnel. **E**

Answer telephones and respond to questions regarding stock items, purchase orders and warehouse procedures; fill emergency or walk-through stock orders. **E**

Coordinate with District and school site administration to process requests and facilitate the delivery of textbooks and associated instructional materials; monitor and implement the acquisition, inventory, distribution, circulation and recovery of instructional materials; and implement the collection and proper disposition of obsolete materials according to designated procedures. **E**

Maintain complete warehouse database on a computer workstation related to inventory and requisition processes. **E**

Inspect orders, invoices and requisitions; fill stock requisition orders. **E**

Observe safety and health regulations; maintain warehouse and storage areas in a neat and orderly condition; assure proper organization and accessibility of materials. **E**

Operate forklifts, pallet jacks and dollies in loading and unloading vehicles, moving materials and storing items. **E**

Collect, sort, process and meter District and U.S. mail. **E**

Make mail and money deliveries in District truck to schools and other sites within the District as needed. **E**

Perform classroom furniture or equipment movement and set-up; facilitate the physical transition of donated items from private organizations to school sites. **E**

Distribute and deliver testing materials throughout the school district. **E**

Assist in periodic physical inventory and in maintaining perpetual inventories. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Warehouse operations, procedures, equipment and terminology.
Computer workstation and related software for warehouse inventory database utilizing programs such as Excel and Access.
Shipping and receiving procedures.
Operation of a forklift and other assigned equipment.
Space utilization and inventory techniques.
Proper methods of storing equipment, materials and supplies.
Record-keeping techniques.
Principles of training and providing work direction.
Basic math skills.
Proper methods of lifting.
Postal requirements and regulations.

ABILITY TO:

Perform lead duties in the warehouse.
Train and provide work direction to others.
Utilize space efficiently and effectively.
Assist in maintaining inventory.
Maintain computer records of materials received.
Process U.S. and District mail in accordance with postal regulations and requirements.
Drive a District truck and operate forklift.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
District locations, facilities and departments.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in shipping, receiving and delivery work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting, bending, pushing, and moving objects weighing up to 75 pounds, dexterity of hands and fingers to operate a variety of warehouse machines and equipment and to sort mail, reaching overhead, above the shoulders and horizontally to shelve and retrieve warehouse materials, bending at the waist, standing and walking for extended periods of time, and hearing and speaking to exchange information.