



JOB TITLE: LEAD MAIL AND MATERIAL HANDLER

Classification: Classified
Salary Range: 29

Retirement Type: PERS*
Revised/Board Approved: April 15, 2024

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Lead Mail and Material Handler provides guidance to other staff. Schedules, assigns, and monitors work of others, as needed. Coordinates the day-to-day activities of the stockroom, warehouse, and mail services. Maintains stockroom and warehouse in a clean and orderly condition. Assists supervisor and other campus departments with special projects, as assigned.

REPRESENTATIVE DUTIES:

Serve as a lead and provide guidance to other staff working in the stockroom, warehouse, and mail services. Recommend and provide training to staff within the operational unit with direction from supervisor. Schedule, assign, and monitor work as needed.

Coordinate day-to-day activities and maintain consistent operational standards of stockroom, warehouse, and mail services. Prioritize deliveries and work orders. Coordinate processing, sorting, inventorying, delivery, and pick-up of mail, packages, and other materials. Identify appropriate space, in consultation with supervisor, to receive, store, ship, and deliver supplies and equipment to various locations both on and off campus. Maintain cleanliness and orderliness of assigned operational facilities. All related to shipping and receiving.

Review, recommend, and implement revisions to existing operational procedures in consultation with supervisor to improve efficiencies, productivity, cleanliness, orderliness, and quality control in the stockroom, warehouse, and mail services.

Fulfill purchase orders and maintain accurate records/logs for out/incoming items for the campus. Check merchandise for damages, shortages, or other discrepancies and inform supervisor and other District personnel, as appropriate. Store and properly secure materials as needed.

Collaborate with District personnel to coordinate daily warehouse activities including filling stock orders, verifying status of purchase orders, receiving incoming/outgoing packages/materials, and verifying services rendered so that other District personnel can process payments.

Perform a wide range of clerical work related to procurement, warehouse, and mail operations. (e.g., filing, verifying, and recording information; copying and distributing various materials; preparing and maintaining postage utilization records of various departments; inputting data; processing forms; completing supply requisitions; stocking shelves; answering phones and email inquiries.)

Prepare and maintain accurate records related to the inventory of fixed assets, stockroom, warehouse, and mail services. Serve as a point person for District personnel seeking information on purchasing activities and the locating of specific packing slips and invoices during audits.

Manage, maintain, and update an online inventory system. Generate reports as needed. Input system information including vendors, stock numbers, and site locations. Record stock received and delivered, including cost per use. Participate in periodic inventory procedures as assigned.

Order and maintain materials in the warehouse and stockroom including equipment according to established guidelines and procedures. Maintain inventory of District copier paper as needed. Recycle office toner cartridges and batteries as appropriate.

Operate District-owned equipment in a safe manner (e.g., computers, forklifts, pallet jacks, hand trucks, other material handling equipment, motorized vehicles, utility carts, mailing machines, scales, and meters.)

Communicate clearly and professionally with department representatives or vendors and respond to questions regarding stock requests, mail requests, and the status of various orders. Resolve discrepancies and delivery problems related to shipping and receiving.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three (3) years of full-time related experience working in a warehouse, stockroom, or shipping and receiving.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of methods and practices used in receiving, storing, disbursing, and delivering supplies and equipment.

Knowledge of postal and shipping rates, rules and regulations and technological advances in mail processing equipment.

Knowledge of record-keeping techniques.

Knowledge of efficient and accurate inventory practices and methods.

Experienced in proper methods of storing equipment, materials, and supplies.

Abilities/Skills:

Skilled at leading or guiding others.

Ability to schedule, plan, prioritize and organize activities.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to accurately sort and distribute incoming and outgoing mail, shipping, and delivery.

Ability to alphabetize and compare names and numbers quickly and accurately.

Ability to maintain routine records.

Ability to adapt to changes and keep abreast with updated technology.

Ability to meet schedules and deadlines.

Ability to operate motorized vehicles, forklifts, and other material handling equipment.

Ability to understand and follow oral and written directions.

Ability to communicate effectively both orally and in writing.

Ability to add, subtract, multiply, and divide quickly and accurately.

Ability to operate computerized systems.

Licenses or Other Requirements:

Possess a valid California driver's license.

Possess currently valid Keenan safety certifications related to job duties or successful completion of Keenan safety certifications during the 6-month probationary period, as assigned by supervisor.

WORKING CONDITIONS:

Routinely lift, carry, push, or pull objects up to 50 lbs.

May occasionally be required to lift objects over 50 lbs.

Operate a motorized vehicle.

Indoor and outdoor work.

Twisting, standing, reaching, and bending required.

Manual dexterity.

Position involves twisting, bending, kneeling, and stooping.

Position requires standing for prolonged periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.