

Job Description

Job Title: Warehouse Coordinator

Job Code: 906141

Job Family: Infrastructure

Pay Grade: JC.14.14

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide Position Number(s): Multiple

Recommended Position Title(s): Warehouse Coordinator

The following Core Competencies apply to everyone and are essential to all County jobs:

- **Accountability** – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- **Communication** – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- **Customer Focus & Public Relations** – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- **Initiative** – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- **Safety** – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- **Teamwork** – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Manages surplus items; coordinates process with TFM department contacts; coordinates pick-up/transfer of property; serves as department representative of the surplus property program; prepares items for auction; maintains fair and impartial sale and disposal methods, protecting property against theft or misappropriations.
- Coordinates and leads warehouse operations; organizes materials for efficient operation and record keeping; insures the proper operation and up-keep of material handling equipment; manages recycling efforts including disposal of light bulbs, e-waste, and steel recycling for the warehouse operations.
- Ensures accurate and effective county courier services; coordinates daily deliveries and pick-up services; provides routine inspection of vehicles, schedule maintenance and repairs for courier vehicles.
- Assists by answering phones, staffs reception area, and provides support for specialty projects; maintains records and inventory of shared interdepartmental tool crib.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

High school diploma or equivalent and two (2) years' warehouse/delivery driver or related experience is required. One (1) additional year of related experience may substitute for education. Must pass a thorough criminal history screening and **have a valid driver's license with an acceptable driving record.**

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Vo-Tech certificate in Procurement, Business, Facility Management, or related field and previous leadership or supervisory experience are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.