

Coordinator, Warehouse
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=123629>

Downloaded On: Jul. 18, 2019 9:50am

Posted May 21, 2019, set to expire Jul. 19, 2019

Job Title	Coordinator, Warehouse
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1464198

Apply By Email

Job Description

Coordinator, Warehouse

Position Number: 201314989

Department: Warehouse

Job Category: Classified Unit B

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: B-81

Salary: Steps 1 - 6, \$5,377 - \$6,860 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 05/08/2019

Initial Screening Date: 05/30/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on May 30, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).

Health & Welfare:

College contributes \$12,608 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

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Basic Function/Overview:

DEFINITION

Under general supervision, plans, organizes, and coordinates the work of staff responsible for performing the full range of warehouse duties related to purchasing, receiving materials, and verifying shipments against bills of lading or other records; inspects for shortages, rejects damaged goods, and routes merchandise to proper departments; assures timely distribution of equipment and materials; oversees and actively participates in the completion of tasks associated with the Asset Management program and all surplus and salvage efforts.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director, Facilities Planning & Management. Exercises technical and functional direction over and provides training to warehouse staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating warehouse programs, services, and activities. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents are expected to be fully proficient in the performance of the full range of warehouse duties.

Essential Duties/Major Responsibilities:

1. Plans, organizes, and coordinates the work of assigned staff in the warehouse; assists in establishing schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; provides information for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
4. Develops and manages supplier relationships and measures/evaluates performance of suppliers to

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expectations; conducts negotiations. Secures price quotations and determines availability of materials and goods by researching vendor catalogues and other available means.

5. Procures and schedules delivery of materials and controls inventory of assigned commodities.

6. Generates purchase order requests and makes purchases using blanket purchase orders and following standard procedures; consolidates purchases when possible to maximize benefit of high-quantity purchases.

7. Receives, inspects, and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders and delivers to person or job site; verifies for payment; issues supplies, tools, and materials, to operating staff; fills central supply requests.

8. Oversees and actively participates in the completion of tasks associated with the Asset Management program and all surplus and salvage efforts

9. Operate a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks, dollies and related equipment; drive light delivery trucks; check, fuel, and perform minor maintenance service on trucks and warehouse equipment.

10. Maintains perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold; maintains accurate records, files, and inventory control.

11. Prepares various reports to assist in monitoring and evaluating warehouse operations.

12. Works with coworkers and suppliers to resolve various issues and problems such as stocking new items, damaged products, and handling returns.

13. Maintains a clean, safe, and unobstructed work area.

14. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.

2. Principles, practices, and service delivery needs related to the program area(s) to which assigned.

3. Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used throughout the College.

4. Principles, practices, and methods utilized in Fixed Assets Management.

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5. Computer equipment and computer applications including Microsoft Office products and Asset Management/Purchasing software systems.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. College purchasing and supply ordering, and disposal policies and procedures.
8. Basic principles and practices of budget development, administration, and accountability.
9. Safety principles, practices, and procedures pertaining to the work.
10. The operation and maintenance of a variety of equipment used in warehouse work.
11. Safe work practices, including safe driving rules and practices.
12. Occupational hazards and safety equipment and practices related to the work.
13. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Plan, schedule, assign, and oversee activities of assigned personnel.
2. Inspect the work of others and maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
6. Organize, implement, and direct warehouse services and operations activities.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
9. Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
10. Perform the most complex warehouse duties and operate related equipment safely and effectively.
11. Develop cost estimates for supplies and equipment.
12. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
13. Prepare clear and concise reports, correspondence, procedures, and other written materials.

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14. Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
15. Make sound, independent decisions within established policy and procedural guidelines
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and software programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade AND three (3) full-time equivalent years of increasingly responsible related experience. Two full-time (2) years of lead or supervisory experience preferred.

Equivalencies:

Preferred Qualifications:

Experience using Information Management Systems such as Banner is preferred.

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. May be exposed to cold and hot temperatures, inclement weather conditions, chemicals, mechanical hazards, and hazardous

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physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory; to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the proper equipment.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than

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30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation



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Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1464198]https://hrjobs.mtsac.edu/postings/7135

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

N/A

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