

Lead Warehouse and Logistics Technician Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=255550>

Downloaded On: Apr. 20, 2025 2:39am

Posted Apr. 9, 2025, set to expire Apr. 22, 2025

Job Title Lead Warehouse and Logistics Technician
Department Purchasing
Institution Cabrillo College
Aptos, California

Date Posted Apr. 9, 2025

Application Deadline 04/22/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services
Facilities/Maintenance/Transportation

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Job Description

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Lead Warehouse and Logistics Technician

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-01981

Closing:

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4/22/2025 11:59 PM Pacific

Location: Aptos, CA

Department: Purchasing

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

Under general supervision, this full-time, 12-months per year, **Lead Warehouse & Logistics Technician** position, leads and participates in the operation of the District's warehouse, mail room and duplication services; receives and stores all material and equipment deliveries and ensures vendor payment; oversees the storage and destruction of District files and other records; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range: \$4,465 to \$5,169 per month; plus 5% annual increases up to step 7. The maximum initial salary step placement on the [classified salary schedule](#) is step 4. This position is a full-time (40 hours per week) assignment, 12 months per year, Monday through Friday, 7:30 a.m. - 4:30 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis.

Position scheduled to begin July 1, 2025, pending Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits:

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Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, twelve (12) months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified staff and student workers; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and the use of equipment and supplies; conducts safety training and ensures appropriate safe work practices are being observed.
- Assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.

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- Coordinates the operations of the Warehouse and Mail Room; receives deliveries and performs visual and physical inspections of supplies and equipment for quality, quantity and correctness; checks and verifies delivery items received against packing slips and purchase orders; reports shortages and returns defective materials and equipment; refuses receipt of incorrect items.
- Assists in unloading delivery trucks; places supplies on shelves or in storage location; replenishes warehouse stock and maintains inventory in accordance with established policy and procedures; ensures proper maintenance of the inventory system.
- Uses an online computer asset management system to update and maintain inventory and order database; applies code numbers to material and equipment from existing code systems; labels or tags assets for storage or tracking as required.
- Prioritizes and schedules deliveries to various campus locations; pulls orders and coordinates loading and unloading of large orders and deliveries; may drive delivery van.
- Coordinates usage of storage shelf space in the District's warehouse; works with District managers and supervisors to optimize storage, inventory flow and movement of supplies and materials to District campuses and facilities.
- Coordinates the pickup, sorting and distribution of mail, interoffice mail and packages; may approve postage purchases and the outsourcing of duplication services following established guidelines; escalates larger purchases for management approval.
- Coordinates District physical records management storage including determining which files are eligible for archiving or destruction; assists with determining which files will be imaged or destroyed; ensures files selected for destruction follow all District destruction processes and procedures and that government codes and District guidelines are properly adhered to.
- Prepares a variety of work reports and records; attends meetings; may represent the department in meetings with managers and supervisors.

OTHER DUTIES

- May oversee the delivery, storage and distribution of chemical, biological and hazardous materials.
- Coordinates activities with other departments and staff; responds to questions or complaints from user departments.
- Operates a forklift and heavy equipment.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

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Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from high school or a GED program, **AND**
- Three (3) years of journey-level warehousing experience, at least one of which was in an institutional setting; **OR**
- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations and organizational processes, procedures and techniques of a modern warehouse, shipping and receiving organization at a community college.
- Practices, procedures and techniques of packaging, shipping, receiving, quality assurance inspection, storing, delivery, inventory control, recordkeeping and physical inventory of material.
- Warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and other items purchased and stored by the District.
- Practices, procedures and legal requirements for handling hazardous materials.
- Local area streets and freeways and the organization and layout of campus buildings/facilities.
- Practices, procedures and techniques to appropriately dispose of surplus items.
- U.S. Post Office procedures/practices.
- Applicable federal, state and local laws, rules and regulations including applicable OSHA rules and regulations.
- Proper English usage including grammar, spelling and punctuation.
- Basic principles and practices of employee work guidance and direction.
- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Safe driving practices and techniques.

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Skills and Abilities to:

- Assign, inspect and approve warehouse, delivery, mailroom and duplication work performed by other employees.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Accurately inspect incoming shipments and compare to purchase orders and packing lists.
- Safely operate and maintain District delivery vehicles and warehousing equipment.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Prepare and maintain accurate records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Forklift certification is required within 60 days of employment or promotion.

Application Process:

1. Complete the application with a minimum of three (3) Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. (Encouraged but not required) Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

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Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4878520/lead-warehouse-and-logistics-technician>

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Contact Information

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

Contact

Purchasing
Cabrillo College

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