



**Job Title:** Warehouse Manager

**Reports to:** Office Manager

**Department:** Operations

**Classification:** Non-Exempt / Full time

**Revision Date:** 3/3/2008

**Working Days/Hours:** M-F 7am-3:30pm

#### **Position Overview**

Warehouse Manager oversees all logistic activities, including inventory of all equipment and materials/supplies, disbursement of all equipment and vehicles, repairs of all equipment and vehicles, maintenance of all equipment and vehicles, property security, and storage of chemicals.

#### **Essential Job Duties and Responsibilities**

- Maintain minimum warehouse inventory of supplies and materials
- Maintain inventory control of all equipment, tools, chemicals, supplies and materials
- Maintain vehicle maintenance (including fluids, fuel, tires, etc)
- Maintain property cleanliness and security (including proper maintenance and operations of all gates, fences, doors, locks, lighting, computers, office equipment, etc)
- Order supplies and materials as needed to maintain minimum inventory, keep all vehicles stocked and have materials and supplies needed for jobs.
- Maintain Emergency Response Trailer
- Manage incoming and outgoing of all materials, supplies, chemicals, tools and equipment
- Maintain warehouse and storage areas in a safe and organized manner at all times.
- Coordinate with Project Mgrs and Asst Project Mgrs on materials, supplies and equipment needed for jobs in advance to stage everything the night before needing it.
- Make sure dumpster is only used for appropriate disposal and swapped out as needed
- Ensure trash is placed on curb for pick up weekly
- Maintain MSDS sheets on all products requiring them, in warehouse and in each vehicle.
- Maintain first aid kits in each vehicle and in the warehouse
- Assist Safety Manager
- Ensure safety compliance on all chemicals, fluids, equipment and materials in warehouse and on vehicles.

#### **Requirements**

- Minimum High School Diploma
- 5 years experience in Warehouse/Inventory management/Bar coding in the past 8 years
- Computer literate with knowledge and experience with MS Outlook, MS Word, MS Excel
- Pass drug screening and criminal background check
- Clean driving record with eligibility to drive company vehicles
- Have reliable transportation
- Availability to respond to 24 hour emergencies or mitigation calls

#### **Physical Requirements**

- Ability to stand, squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time
- Ability to travel up and down ladders
- Ability to lift up to 60lbs on a regular basis
- Ability to work in high places and in tight spaces
- Capable of working in fire, smoke and/or water damage environments that have potential for mold & mildew

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date