

As the Warehouse Worker Leader, you will lead others in the day-to day work activities of the Washington Dulles International Airport warehouse.

JOB DESCRIPTION

- Warehouse Worker Leader
- Works under the general supervision of the Supply Management Specialist Supervisor.
- Serves in the Materials Management Division of the Airport Administration Department at Washington Dulles International Airport.

Leads warehouse workers in day-to-day warehouse work activities including receiving, storing, issuing, and delivering warehouse and property assets; conducting inventories; handling excess material; and maintaining automated warehouse inventory system. Performs related functions.

GENERAL RESPONSIBILITIES

- Establishes and adjusts schedules for employees to ensure priorities and workloads are met.
- Coordinates daily work requirements with shop planners/schedulers.
- Ensures materials and equipment are available and operational.
- Ensures that all items issued are recorded accurately in the automated warehouse inventory system; trains warehouse staff and customers to use the system.
- Leads and assists workers with the physical inventories of material. Oversees and provides technical assistance for the annual inventory of facilities and stock.
- Monitors inventory documents; verifies discrepancies in locations or material out of location.
- Evaluates alternative warehouse systems and establishes and maintains effective procedures for the receipt, storage, and distribution of material using new or innovative measures.
- Assist in performance evaluations; makes recommendations for needed on-the-job training.
- Reviews requests for additions and deletions of stock-and-store items; creates stock numbers, enters and creates item details and factors in the automated system.
- Coordinates with Purchasing Department on the effective and efficient operation of contracts.
- May use an Airports Authority-issued Purchasing Card (P-Card).
- Maintains and pays out cash for cash-on-delivery orders and cash-only pick-up orders; balances fund, and prepares vouchers for reimbursement funds from Accounting.
- Provides guidance and assistance to warehouse personnel and other unit operators on proper equipment and material handling.
- Assists maintenance shops or other Airports Authority storage facilities in the proper storage, protection, and control of inventory.
- Provides technical assistance with HAZMAT storage; analyzes and plans warehouse space storage requirements and material handling equipment requirements.
- Substitutes for Supervisor in his/her absence.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible warehouse experience that includes:
 - conducting inventory;
 - delivering warehouse and property assets; and
 - using an automated warehouse inventory system.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to coordinate the work of others, such as make assignments and monitor work.
2. Knowledge of warehouse and property procedures and ability to determining proper methods to storage and assign locations to items, and conduct and maintain physical inventories.
3. Skill in using the tools and equipment necessary for warehousing functions (such as forklift, pallet jacks, and hydraulic lifts.).
4. Knowledge of safety rules and procedures and ability to work safely and lead others in working safely.
5. Ability to analyze data and information to perform work.
6. Ability to speak and write effectively.
7. Skill in using a computer, computerized work order, and time and attendance systems.

PREFERRED QUALIFICATIONS

- Experience in the storage and transport of hazardous materials (HAZMAT) in accordance with Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT) policies and procedures.
- Certification as a Forklift Operator.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.
- Certification as a Forklift Operator within 90 days of hire, promotion, or placement into the job.

NECESSARY SPECIAL FACTORS

- Operates vehicle airside and landside (requires AOA permit).
- May bend, crouch, or work in cramped positions; carries/moves objects weighing up to 50 pounds.
- May be subject to unpleasant odors and hazardous substances, possible falling objects, and

hazards from operating a forklift. Wears personal protective equipment as necessary.

- Subject to hold-over and recall on a 24-hour basis for essential services and emergencies.
- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.