



Edmonds
SCHOOL DISTRICT

Each student learning, every day!

Business and Finance

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Lydia Sellie, CPA
Executive Director

Serving the communities and students of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and portions of Snohomish County

March 16, 2021

To: Sarah Hinkel / International Brotherhood of Teamsters
Via email to: shinkel@teamster.org

Re: Public Records Request, File No. 21-

Dear Ms. Hinkel:

This letter is both an initial acknowledgement and final response to your request for public records, received on March 15, 2021, seeking the following:

“Job descriptions for Warehouse Expeditor and Truck driver-warehouse.”

Attached to the email providing this response are the records responsive to your request.

This completes our response to your request. Thank you for allowing us to assist you.

If you have any questions, please let me know.



Sincerely,

DocuSigned by:

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Lydia Sellie, CPA
Executive Director, Business and Finance
Public Records Officer

Attachments:

-  Truck Driver Warehouse Employee
-  Warehouse Expeditor

TITLE: Truck Driver/Warehouse Employee**Page 1**

GENERAL FUNCTION: This position transports, moves, and delivers freight, supplies, equipment, interoffice and U.S. mail to and from the Educational Services Center, the Post Office, WSIPC, and other District sites.

REPORTS TO: Custodial Services Manager

SUPERVISES: None

STATUS: Non-Exempt

MAJOR FUNCTIONS AND RESPONSIBILITIES: *(Any one position may not include all of the functions and responsibilities listed nor do the listed examples include all functions and responsibilities which may be found in positions of this class.)*

Drives a manual shift mid-weight delivery truck with air brakes and lifts.

Transports interschool and U.S. mail to and from the Educational Services Center, other district building sites, WSIPC, and the Post Office. Delivers interschool mail on an assigned schedule and route.

Receives work orders for pickup and delivery of surplus furniture, office equipment, and records for storage. Picks up surplus items; assures items are listed on work order.

Assesses equipment required to appropriately move freight. Loads and unloads truck safely lifting up to 80 pounds unassisted; places items on truck bed floor and secures items for safe transport. Moves records, furniture, and equipment to warehouse noting storage place for future retrieval.

Picks up money bags and places in special transit box. Delivers funds to the Educational Services Center for processing.

Fills purchase orders, stocks shelves, and organizes stored items.

Takes inventory of supplies, textbooks, and equipment.

Performs duties such as rearranging, sweeping, and cleaning storage areas.

Performs general upkeep on truck. Assures vehicle is filled with gas; cleans inside of truck frequently; washes outside of truck at least once per month. Ensures vehicle doors, windows, and gates are shut and locked at night.

Performs other related duties as assigned.

TITLE: Truck Driver/Warehouse Employee**Page 2**

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in safely operating diesel and gas vehicles equipped with lifts.

Skill in safely operating pallet jacks, hand-trucks, and forklift.

Willingness to accept new tasks.

Ability to read forms, schedules, and instructions.

Ability to learn and follow District procedures and policies.

Ability to make appropriate decisions within scope of responsibility.

Ability to communicate effectively with others orally and in writing.

Ability to maintain a courteous and helpful attitude at all times.

Ability to exercise tact when dealing with others.

Ability to adapt quickly to changing circumstances and conditions.

Ability to effectively organize work and establish daily priorities.

Ability to ensure that work is completed properly and in a timely fashion with minimal supervision.

Ability to apply common sense and safe work habits in the handling of freight.

Ability to reliably handle large amounts of money.

Ability to utilize basic office technology, including District telephones and voice mail.

Ability to operate a personal computer and learn the operation of specific software programs.

Basic skill in utilizing Microsoft Outlook to compose, send, and receive emails.

Ability to quickly learn and apply District policies and procedures.

LICENSES AND OTHER REQUIREMENTS:

This position requires the physical ability to safely lift up to 80 pounds unassisted from floor to overhead; to frequently bend and stoop; get in and out of van/truck. Possession or willingness to obtain a commercial drivers license within 30 days of hire and certification to operate a pallet jack and forklift; must provide a driving abstract and have a good driving record.

TITLE: Truck Driver/Warehouse Employee

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CLASSIFICATION HISTORY:

New: January 1998

Revised: March 2007

Revised: July 2010

TITLE: Warehouse Expeditor**Page 1**

GENERAL FUNCTION: This position provides support to the Warehouse's shipping, receiving, inventory control, and daily operations. The Expeditor prioritizes, pulls, and prepares outgoing shipments for delivery; receives and inspects incoming deliveries; answers phones; tracks work and hauling orders, and maintains the Warehouse inventory and records to meet audit requirements. This position lifts, carries, and organizes warehouse materials using various mechanical equipment.

REPORTS TO: Manager, Custodial Services/Warehouse

SUPERVISES: None

STATUS: Non-Exempt

MAJOR FUNCTIONS AND RESPONSIBILITIES: *(Any one position may not include all of the functions and responsibilities listed nor do the listed examples include all functions and responsibilities which may be found in positions of this class.)*

Provides logistical support to maximize the efficiency and quality of general Warehouse operations. Determines shipment priority and communicates priorities to Warehouse drivers and other Warehouse employees; updates the Warehouse website, including revising hauling schedules, mail route information, and the Warehouse on-line catalog. Troubleshoots problems and contacts supervisor as necessary.

Prepares outgoing shipments for delivery. Prepares and reviews hauling orders; pulls material from shelves; packages material; arranges deliveries for loading onto trucks by Warehouse drivers.

Receives and processes incoming shipments. Unloads trucks and signs for freight and materials received at the Warehouse, ensuring proper count and verifying product description matches PO language; notes damage or shortages on freight bills and packing lists. Receives and signs for UPS and other express carrier deliveries.

Performs all functions related to the receiving and marking for delivery of materials processed and distributed through the warehouse. Maintains tracking and filing systems for materials in accordance with District inventory control standards.

Establishes and arranges for receiving and storing surplus property. Performs warehousing duties at surplus holding areas. Sorts out and disposes of items of no value. Stores surplus items. Determines property to be retained as spare equipment and furnishings to meet future needs.

Maintains accurate electronic records of District property, including surplus property, in accordance with District inventory procedures.

TITLE: Warehouse Expeditor**Page 2**

MAJOR FUNCTIONS & RESPONSIBILITIES (Continued)

Maintains inventory of Warehouse materials. Schedule and performs periodic inventory counts; compiles information, assists in determining stock configuration; rotates Warehouse inventory; researches Warehouse inventory discrepancies and reports findings.

Schedules and conducts the physical audit of District property in accordance with District policy and state law.

Answers the telephone and responds to inquiries; takes messages; sends and answers e-mail; maintains Warehouse files. Formats, types, and edits memoranda, forms and letters.

Prepares and sends cash received for Warehouse services to Accounts Receivable according to written guidelines, as required.

Organizes and cleans the warehouse; performs routine maintenance on material-handling equipment.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general warehouse functions and procedures.

Knowledge of warehouse inventory control systems and techniques.

Knowledge of general office procedures.

Ability to maintain accurate accounting ledgers.

Ability to read, comprehend and apply provisions of complex documents/regulations.

Knowledge of correct grammar, spelling and English usage.

Skill in properly and accurately shipping and receiving goods.

Skill in operating general office equipment such as copier, fax, telephone, and calculator.

Ability to note discrepancies and possible damage when checking invoices and packing lists.

Ability to operate a computer and learn the operation of specific software programs; ability to use Microsoft Excel and Word.

Ability to learn the use of Macromedia Dreamweaver or other software to update web pages.

TITLE: Warehouse Expeditor**Page 3**

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

Ability to operate various warehouse equipment including forklifts, hand trucks, banding machines, and electric and manual pallet jacks.

Ability to set up and maintain an accurate filing system.

Ability to work independently with minimal supervision.

Ability to effectively make decisions within scope of authority.

Ability to attend to detail and follow tasks through to completion.

Ability to organize and set priorities for self and others.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with District staff, vendors, and the general public.

Ability to read, understand, and follow written procedures.

LICENSES AND OTHER REQUIREMENTS:

This position requires the physical ability to safely lift up to 80 pounds unassisted from floor to overhead; to frequently bend and stoop; get in and out of van/truck. Possession or willingness to obtain a commercial drivers license within 30 days of hire and certification to operate a pallet jack and forklift; must provide a driving abstract and have a good driving record.

CLASSIFICATION HISTORY:

New: July 2006 (moved into Custodial bargaining group from Office Personnel; title changed from "Warehouse Support Specialist").

REVISED: March 2007

REVISED: June 2007

REVISED: December 2009