

WAREHOUSE LEAD
DLA DISTRIBUTION – SAN DIEGO, CA

Reports to: Warehouse Supervisor (Functional Area)
Supervises: Various labor categories associated with Area of Responsibility

JOB SUMMARY:

The Warehouse Specialist Lead is responsible for wide variety of job responsibilities in all facets of the distribution center pertinent to their assign area of responsibility. Provides leadership and direction to assigned workforce in the functional work areas. Ensures workforce adheres to audit readiness requirements and associated contract requirements.

PWS C-1.3.2 CONTRACT REQUIREMENTS:

Responsible for overseeing day-to-day planning, implementation and problem-solving of a team in the performance of the team's assignment. In addition to managing the activities of the team, Team Leaders also perform a variety of warehousing duties requiring an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials IAW prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Uses WMS and other Government Data Systems resolving common error conditions, responds to computer output instructions or error conditions, following SOPs.

JOB DUTIES AND RESPONSIBILITIES:

1. Understand and meet the productivity and quality control accuracy goals associated with assigned functional area / process.
2. Demonstrated ability to understand and execute a minimum of three (3) of the Various aspects of storage management functions as assigned:
 - a. Receiving Functions (Receiving & Induction) - Primary Responsibilities: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records.
 - b. Checking for damaged goods; insuring goods are appropriately identified for routing within the facility, preparing and keeping records of goods received. Ensuring correct System induction utilizing WMS IAW established SOPs. Entering and Updating correct information to include Global Weight and cube for each item at time of receiving.
 - c. Warehouse (Stow and Storage) - Primary Responsibilities: Stow Receipts inappropriate storage areas and locations. Ensure stock material is accurate and stored properly. Ensure material is properly packed and preserved and ready for issue. Comprehend and understand the facility storage plan as outlined by management and SOPs.
 - d. Requisition Processing - Primary Responsibilities: Pick and Pack Customer requisitions/orders as generated by warehouse management system. Verifying picks and packs are accurate as compared to requisition documentation (NSN, quantity, and Condition Code).
 - e. Inventory Verification / Validations – Primary Responsibilities: Perform physical inventory counts (various TPIC) and verify location to stock accuracy.

- f. Transportation Preparation - Primary Responsibilities: Prepare and complete outbound process of requisitions/transshipments for transportation to include physical conformance of packaging, quantity, correct NSN, and proper staging Transportation / Shipping work areas. Ordering and filling SEAVANS
 - g. Additional responsibilities include but not limited to completing bills of lading, customs forms, manifests and all other required shipping forms and paperwork, in accordance with the Defense Transportation Regulations (DTR).
 - h. Generate (PPP&M) work order, execute packaging and labeling requirements to specifications and record all work performed IAW DLA SOPs and DLA process manuals.
3. Communicate to Compliance Team (Inventory, Customer Service, and Quality Control) system discrepancies that cannot be resolved.
 4. Utilize e-mails to receive and disseminate workload tasks and information.
 5. Communicate in a professional manner with all work areas and levels of the Distribution Center.
 6. Understand the Acceptable Performance Levels (APL's) associated with assigned functional work areas / process and work expeditiously to meet contractual and team goals.
 7. Follows established guidelines in performing day-to-day routine tasks as outlined in Standard Operating Procedures (SOPs)/Job Breakdown sheets (JBS)and Technical Manuals.
 8. Maintain a safe and secure work environment.
 9. Adhere to Government and Company policies and procedures.
 10. Perform other duties as assigned in association with established Warehouse Management Plan, Inventory Control Plan/Stock Readiness, QC Plan & workload requirements.
 11. Make local deliveries as required to meet operational needs.
 12. Uses DSS and other Government Data Systems to perform the requirements of the contract

EDUCATION AND EXPERIENCE:

High School Diploma (or equivalent).

Successful completion of WMS training, OSHA compliance and DLA SOP training.

CONTROLLED PROGRAMS:

Controlled Programs apply to work areas / work processes that require a Secret / Classified / Elevated Clearance level in order to execute assigned tasks (processes consistent with above mentioned duties and responsibilities).

An employee selected as a viable and qualified candidate to work within the local Controlled Programs must be able to obtain the appropriate Security Clearance access and comply with associated contract requirements.

HAZARDOUS MATERIAL (HAZMAT) / RADIOACTIVE MATERIAL (RAM) PROGRAMS:

HAZMAT / RAM Programs apply to work areas / work process that require Federal / State regulatory certifications in order to execute assigned tasks (processes consistent with above mentioned duties and responsibilities).

An employee selected as a viable and qualified candidate to work within the local HAZMAT / RAM Programs must be able to obtain / pass specific certifications courses (example – AMMO 62 / Radioactive Training, etc.) and comply with associated contract requirements.

SUMMARY OF JOB REQUIREMENTS

1. Must be U.S. Citizen
2. Possess a valid Driver's License
3. Fluent in speaking, reading and writing the English language
4. Military or DLA Distribution experience a plus
5. Previous leadership experience a plus
6. Ability to operate Material Handling Equipment (Forklifts and other)
7. Ability to operate power tools and other industrial equipment
8. Ability to lift 50 pounds unassisted

MISCELLANEOUS / OTHER:

This job description is meant to be a guide. It is not intended to limit in any way the duties, which a teammate may be required to perform. This job description may be changed at the discretion of the company.

Pay Rate: \$21.90 per hour, \$4.22 H&W per hour