

# Logistics and Inventory Control Manager

## Position Details

Class Code: 3017

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, effectively manages the inventory and supply chain of the Maintenance, Operations, and Grounds Department of Clark County School District (CCSD). This includes responsibility for managing multiple warehouses and their staff, initiating the acquisition process by identifying materials/equipment requirements, properly distributing equipment, and managing the equipment pool and fleet through the computerized maintenance management system (CMMS).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages, directs, and monitors the work of assigned warehouse staff and daily activities to support the operational efficiency of multiple warehouses.
2. Initiates requisitions for heavy equipment, tools, supplies, materials, and parts; receives and approves purchase order requests within the CMMS.
3. Oversees the assignment and management of the equipment pool and fleet for the Facility Services Unit; manages Equipment and Motor Pool functions and assigned staff. This includes check-in/check-out of vehicles, heavy equipment (backhoes), lifts, scaffolding, and specialized tools.
4. Manages and reviews standard operating procedures (SOP); collaborates with

administration to ensure clarity and consistency with technical writing for the department's SOP.

5. Researches, compiles, and summarizes information/data from a variety of sources for inclusion in technical reports or special projects.
6. Prepares and evaluates reports, schedules, and statistical data as a planning and project management tool.
7. Attends management workshops and conferences that address administrative goals and objectives; applies theories and concepts of supply and demand to practices and procedures.
8. Ensures and maintains the security database and system of all warehouses.
9. Manages, mentors, plans, trains, and inspects the workflow for assigned staff.
10. Assists in the interview and selection process for new subordinate employees.
11. Communicates and coordinates with various vendors regarding current shipping records, details on expected incoming inventory, and verification of prior shipments; establishes working relationships and resolves problems.
12. Reviews and evaluates orders, items received, inventory, and deliveries for accuracy.
13. Ensures all warehouses follow basic maintenance standards and are compliant with health and safety regulations.
14. Manages centralized purchase order request group for the entire Facilities Services Unit to maintain standard operating procedures.
15. Oversees and manages CCSD's surplus/attic stock inventory including pickup, disposal, and sales; ensures only appropriate equipment is sold.
16. Responds to and corrects product or delivery deficiencies at all warehouses.
17. Plans, coordinates, schedules, and supervises the receiving and storage of supplies, and equipment from contractors.
18. Plans and organizes storage areas at several warehouses; assists management office personnel in the planning of new storage/warehouse facilities and areas.
19. Schedules and supervises semi-annual, annual, and unscheduled inventories; maintains running inventory and control of warehouse items.
20. Inspects physical condition of all warehouses and equipment; prepares work orders for repairs and submits requisitions for replacement of equipment/supplies, as appropriate.
21. Performs monthly audits to reconcile goods receipts, purchase orders, and purchase requests.
22. Analyzes current and historical inventory patterns to identify optimization strategies and develops plans to implement inventory optimization techniques.
23. Identifies potential suppliers and researches acceptable inventory substitutions to support maintenance of CCSD's buildings/assets.

24. Reviews and approves the recommendations of staff regarding price negotiations and vendors; works with the Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department to process changes.
25. Provides input into Construction Management project specifications to identify and reduce potential supply concerns regarding future equipment placed at CCSD sites.
26. Oversees the scheduling and reservation of equipment for each zone and maintains accurate records for each unit; applies time to the appropriate work orders, if necessary.
27. Oversees the inspection of fleet, heavy equipment, and tools for cleanliness; coordinates, schedules and ensures proper maintenance and/or repairs; maintains all records for inspections and maintenance.
28. Monitors and assists in the tracking-along with enforcement of Commercial Driver's License (CDL) regulations, drug testing policies, and driver incident/accident investigations with CCSD Transportation.
29. Monitors and establishes training schedules for vehicles, heavy equipment, and other specialized tools; maintains certification records for staff using vehicles, heavy equipment, lifts, and other specialized tools.
30. Maintain recommended/required safety risk management and maintenance protocols for all vehicles, equipment, and specialized tools.
31. Perform safety checks for proper use and set-up of equipment.
32. Works with Environmental Services regarding the safe handling and disposal of hazardous materials in compliance with Environmental Protection Agency (EPA) requirements.
33. Develops and maintains CCSD's recycling program as it pertains to materials and equipment inventory.
34. Manages warranty claims with vendors.
35. Coordinates preventative maintenance with CCSD Transportation and other vendors.
36. Provides input into the evaluation of assigned staff.
37. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage area.
38. Operates vehicles to make deliveries and pick-up materials/mail.
39. Conforms to safety standards, as prescribed.
40. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Involves the responsibility of planning, coordinating, and supervising the staff along with

operational activities of several large warehouses which receive and store supplies/equipment for CCSD.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of organizational, managerial, and supervisory principles/procedures.
2. Knowledge of commercial supply services and common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.
3. Knowledge of data processing and computerized maintenance management systems (CMMS).
4. Knowledge of warehouse receiving, storage, and distribution practices/procedures.
5. Knowledge of inventory and bookkeeping practices/procedures.
6. Knowledge of facilities-related products and storage techniques.
7. Ability to train employees on work order management systems, purchasing requests, and inventory modules.
8. Ability to learn and operate computer and software applications.
9. Ability to train, supervise, and evaluate employees working at different locations.
10. Ability to communicate clearly, verbally and in writing.
11. Ability to learn and apply applicable rules, regulations, practices, and procedures as they relate to CCSD.
12. Ability to read and interpret materials.
13. Ability to concentrate on the accuracy of details.
14. Ability to plan, organize, schedule, and prioritize work at all assigned warehouse locations.
15. Ability to work rapidly with names, codes, and symbols.
16. Ability to investigate and resolve problems.
17. Ability to coordinate activities between departments.
18. Ability to delegate, assign, and manage tasks.
19. Ability to judge when to act independently and when to refer situations to an administrator.
20. Ability to work flexible hours and shifts.
21. Ability to work in confined areas.
22. Ability to withstand heights and perform work safely.
23. Ability to create and manage in a team environment and cooperate with administrators, other employees, vendors, other agencies, and the public.
24. Ability to conduct research and analyze data.
25. Ability to meet predetermined deadlines.

26. Ability to recognize and report hazards and apply safe work methods.
  27. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.) and seven (7) years of experience working with purchasing and budget activities (processing requisitions as an end user, inventory and bookkeeping, etc.) and working in large-scale warehouse(s), including three (3) years of progressively responsible experience managing large-scale warehouse(s), and one (1) year of supervision in that environment; or,

Associate's degree from an accredited college or university in related area (i.e., Accounting, Business Management, or Finance); plus, five (5) years of experience working with purchasing and budget activities (processing requisitions as an end user, inventory and bookkeeping, etc.), including three (3) years of progressively responsible experience managing large-scale warehouse(s), and one (1) year of supervision in that environment; or,

Bachelor's degree from an accredited college or university in related area (i.e., Accounting, Business Management, or Finance); plus, three (3) years of experience working with purchasing and budget activities (processing requisitions as an end user, inventory and bookkeeping, etc.) and working in large-scale warehouse(s).

### **Software Experience**

1. Minimum of two (2) years demonstrated experience working with spreadsheets in Microsoft Excel.
2. Minimum of two (2) years demonstrated experience working with electronic documents in Microsoft Word or a similar program.
3. Minimum of three (3) years demonstrated experience working with an inventory management software or computerized maintenance management software (CMMS) inventory module (or similar).

### **Licenses and Certifications**

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified

- Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. A valid Class A Nevada Commercial Driver's License.
2. Associate's degree from an accredited college or university in accounting, business, or finance and two (2) years of experience working in a large scale centralized stockroom or warehouse with purchasing and supervisory activities including receipt, storage, or issuance of materials.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
2. College transcripts from an accredited college or university, if applicable.
3. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by Department of Motor Vehicles.
5. Forklift qualification card, if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

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## **Examples of Assigned Work Areas**

Travel to and from CCSD facilities, schools, and warehouses.

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## **Work Environment**

### **Strength**

Light/medium - exert force of 10-20 lbs., constantly; 20-50 lbs., frequently; and 10-20 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock hazards. Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, forklifts, hand trucks, pallet jacks, electric carts, aerial work platforms (AWP), computers, printers, fax machines, calculators, telephones, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 10/18/23
- Created: 02/06/20