

Warehouse Manager

Full Time Management

Denver, CO, US

Today Requisition ID: 1517

Salary Range: \$80,000.00 To \$95,000.00 Annually

Industry: Commuter Rail Operations & Maintenance

Reports to: Chief Mechanical Officer

Position Summary:

The Warehouse Manager is responsible for smooth operations of DTO's warehouse, including oversight and coordination of workers in receiving, stocking, order filing, and shipping while maintaining computer-based stock records in the warehouse. Supervises physical inventory of materials, inventory serialization, manages part repair process, warranty, tool calibration, and leads a team of warehouse clerks.

Description of Duties:

- Supervise the warehouse team of warehouse clerks to ensure the key goals of Safety, Quality and Productivity are met.
- Oversee daily operations while controlling and managing inventory and logistics.
- Achieve high levels of productivity and quality in all warehouse activities through application of Lean Warehousing management and 'Continuous Improvement Principles' techniques.
- Maintain a safe and healthy work environment by establishing and enforcing compliance with administrative, safety, and training policies, procedures, rules, and governmental regulations.
- Coordinate and expedite the supply and inventory of materials and parts for all maintenance functions.

- Review and approve work schedules and related information and confer with managers to determine material requirements and the replenishment plan; identify overdue materials; and track materials-on-hand levels.
- Requisition materials and establish routine delivery schedule to departments, according to work order priorities and material availability.
- Examine material delivered to production departments to verify conformance to specifications.
- Compile and maintain electronic records such as material inventory and status and location of materials using computer-based inventory management functions.
- Provide proper storage and disposal of hazardous materials as appropriate.
- Arrange for repair and assembly of materials or parts and disposal or recycling as appropriate.
- Monitor and control movement of material and parts.
- Monitor, track and arrange for tool calibration/recalibration.
- Organize and track warranty parts for proper shipment, disposal, credit, replacement, etc.
- Develop and implement SOPs to maintain safety, reliability, and operational standards within the warehouse environment.
- Maintain a positive and efficient relationship regarding procedures, invoices, receiving, workflow, and financing with Procurement personnel.
- Provide assistance in establishing yearly budget for supplies, tools, and equipment needed within the warehouse.
- Assume the duties of a warehouse clerk, when necessary, to include receiving and picking orders and operating forklifts.
- Other duties as assigned.

Qualifications:

- Bachelor's or associate degree in management, administration, bookkeeping, inventory management, supply chain, Engineering or related field of study from an accredited institution.

- o Note, in the absence of a degree, a combination of work experience and/or education providing equivalent knowledge and skills may be used.

- 4 to 5 years' experience in warehousing with progressively increasing levels of responsibility.

- Strong organizational skills with the ability to handle multiple projects simultaneously and provide sound time management ability.

- Strong written and verbal communication skills.

- Proficient in use of Microsoft Office Suite of applications and electronic inventory management system.

- Demonstrated experience with leading and motivating a team.

- Experience with or the ability to learn and apply Lean Warehousing concepts and techniques.

- Knowledge of the safety and legal requirements for handling related warehouse material and activities.

- Forklift certified.

- Must be eligible to work in the U.S. and successfully pass a pre-employment background check.

- Must pass a pre-employment drug screening and be willing to comply with the DTO Drug and Alcohol Policy

- Must pass a pre-employment physical examination.

- Must possess a valid state of Colorado driver's license