

## Warehouse Manager

**VALUE STREAM / DEPARTMENT:** Warehouse

**STATUS & PAY CLASS:** Full Time – Salary / Non-Exempt

**SHIFT:** First Shift / Overtime May Be Required

**TRAINING / WORK SCHEDULE:** Monday through Friday 7:00am – 4:30pm

**WAGE RATE:** \$43,680.00 to \$85,800.00

*Starting wage is negotiable based on previous knowledge/experience*

**POSITION SUMMARY:** The Warehouse Team Leader is part of the Middle Management Team and assists the COO by performing a variety of tasks that relate to managing the department's personnel, equipment, and processes.

### Essential Job Functions

The Warehouse Team Leader (WTL) will work with the Vice President to plan and implement the department's production strategy to increase capability and capacity and achieve set goals. Additionally, the WTL must be knowledgeable of and responsible for enforcing all workplace practices, policies, and/or procedures such as:

- Working with the HR personnel with hiring/onboarding and termination of employees
- Educate employees on handbook policies and safety expectations.
- Coaching and/or guiding individual team members by setting goals and clear expectations.
- Following through with disciplinary action when deemed necessary.

#### Essential Job duties include:

- Conduct informative meetings to address the Team's progress and have the ability to report on personnel, reaching production goals, reviewing challenges and assist in developing and implementing solutions to overcome those challenges.
- Work with the Operations Officer in identifying and implementing continuous improvement projects, communicating the goals of the improvements to the Warehouse Team, and ensuring that team members are providing feedback as required.
- Prepare, schedule, and conduct performance reviews, working collaboratively with the Operations Officer to provide constructive feedback to each team member to help them improve and grow their skillsets.
- Manage the warehouse team schedules (setting, reviewing, and adjusting) and monitor attendance by utilizing the current Time & Attendance Program.
  - o Includes scheduling Paid Time Off for personnel with consideration of the Team's production needs.
- Maintain all visual management boards including the staffing, hour by hour and accountability boards.



## Essential Job Functions Continued

- The ability to develop and audit performance of standard work, including visual standards, standard operation sheets, and job instructions.
- Understand and utilize Lean Dispatch for the purpose of scheduling Preventative Maintenance measures and to effectively communicate equipment breakdowns to the Maintenance and IT Departments
- Continually focused on their department's training needs by planning and carrying out training plans on equipment operation and processes, as necessary and for "sign offs" of newly hired employees and/or incumbent workers'
- Assist with developing and maintaining the required Standard Operating Procedures (SOPs), Standard Operation Sheets, visual standards that reflect safety, quality, cost, and delivery.
- Oversee receiving processes and audit receipts of raw material and supplies.
- Oversight and coordination of courier pick up and deliveries within the local area.
- Understand 5s principles and develop plans to standardize and sustain 5s at all workstations, ensure all team members are trained in the basic principles.
- In-depth understanding of all Pull/Kanban systems
- General and specific manufacturing knowledge is required, including VS Production Flow, basic knowledge of machining functions, ability to fully read and understand blueprints.
- Collaboration with customer service and all VS's to provide details on warehouse status, complete late order reports and adjust based on customer requirements.
- Must have the ability to understand warehouse capacity and identify warehouse constraints and vulnerabilities in order to anticipate and plan for future needs.
- Work with Freight carriers on priority shipments and provide feedback to the company regarding service levels.
- Other responsibilities: Replenishment System maintenance, RMA inspection, Non-Conformance Inspection/Resolution, Quarantine Responsibility, Cycle Count, and Inventory Integrity.

### Core Warehouse Duties:

- Laser marking operation for most product lines.
- Set-up and operation of the automated bagging machines
- Move and organize products to each subsequent operation.
- Replenish packaging and shipping supplies at each area.
- Packaging of various product lines
- Build and box sets and libraries based on production orders.
- Organize finished goods inventory.
- Sort orders, including being able to receive and update customer orders and maintain the open order filing system.
- Navigate the ERP system to retrieve customer order information and confirm the status of product to customer orders.
- Stage orders not ready for shipment
- Communicate with accounting personnel on various credit information and credit hold customers.
- Packaging of all outgoing shipments, using the proper packaging materials for the weight and size of the products being shipped

## Essential Job Functions Continued

Follows all company policies, ergonomic standards, and safety requirements

Perform other duties as required.



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- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

Regular and on-time attendance is required.

- Be at work on time when scheduled to work, and remain at work throughout the established work schedule

## Qualifications

### **REQUIRED**

#### **Education:**

- High school education is required or an equivalent of education and experience from which comparable knowledge and abilities can be acquired.

#### **Experience/Skills and/or years of specific experience:**

- Ability to read, write and perform basic mathematical functions in the areas of fractions, decimals, metrics, and conversions for each.
- Ability to perform basic computer skills and the ability to operate in a Windows and non-Windows format.
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization.
- Effective written and/or oral communication skills to interact with employees at all levels of the organization.
- Ability to carry out assigned tasks and projects to their completion with minimal supervision.
- Ability to work independently and with multiple tasks.
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Quality oriented with attention to details
- Familiarity with LEAN principals and waste elimination are a plus.
- Must be 18 years of age.

#### **Additional Requirements:**

- Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen

## Tools & Equipment Used

While acting as a Warehouse Team Leader the employee will be expected to use the following machinery and/or equipment:

- Requires frequent use of computer (Use of Company's specialized internal software programs)
- Computer, printers, scanners, calculator & telephone
- Labeling Equipment
- Packaging Equipment
- Bagging and protective packaging equipment
- Hand Tools
- Use of the following measuring equipment:
  - o Micrometers & Calipers

## Work Environment



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- This position is subject to Vermont Precision Tools' Drug and Alcohol-Free Workplace Program.
  - Works within the Operations Division of Vermont Precision Tools at the Swanton Vermont Manufacturing Facility and reports directly to the Sales Executive.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The warehouse and manufacturing work environment may require the employee to be exposed to adverse conditions:
  - o Noise
  - o Dirt/dust/odors/fumes/mists/vapor
  - o Industrial fluids/chemicals (Coolants, oils, etc.)
  - o Areas requiring attention to safety procedures when exposed to that area

## Physical Demands

**Identify physical demands typically encountered and reasonably anticipated in this position.**

- The physical demands described here are representative of those that must be met by an employee



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to perform the essential functions of this job.

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

### Physical Demands Continued

Physical Requirement	P	O	F	C	Physical Requirement	P	O	F	C
Sitting	X				Distinguishing colors	X			
Standing				X	Communicating through writing				X
Walking				X	Communicating through speech				X
Climbing while balancing (Step stool/ladders)	X				Lifting/carrying 10-25 pounds				X
Squatting/kneeling/crawling		X			Lifting/carrying 26-50 pounds				X
Use of feet (Foot pedals while balancing- flexion)		X			Lifting/carrying >50 pounds		X		
Foot Action (Standing on elevated lift platform)	X				Pushing/pulling				X
Repetitive use of fingers (picking, pinching)				X	Handling (holding, grasping, gripping)				X
Keying/Typing				X	Bending or twisting (at waist level)				X
Feeling (Perceiving attributes of objects)				X	Reaching to side (Side bend)				X
Hearing conversations or sounds				X	Reaching above shoulder level				X
Seeing objects at a distance	X				Neck flexion/extension (chin to chest/ chin away from chest/body)				X
Seeing objects peripherally		X			Neck Twisting (side to side)		X		
Seeing close work				X	Repetitive wrist motion (flexion/rotation)				X
Reading				X	Overnight travel	X			
Other: (Please list and describe)									

Mark each of the above physical actions with the rating that best matches the expectations of the position, based on a week's time period, using the following scale:

**P:** *Present* (Less than 1% of the time), **but may or may not be essential** to the position

**O:** *Occasionally* (up to 33% of the time) **and essential** to the position.

**F:** *Frequently required* (over 34-66% of the time) **and essential** to the position.

**C:** *Continuously required* (over 67-100% of the time) **and essential** to the position.