



WINDOW & DOOR

"For All Your Window & Door Needs Since 1956"

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Job Description

Position: **Warehouse Foreman**

General Purpose:

Responsible for receipt and delivery of all residential and commercial products and materials using established procedures and guidelines; maintains all materials, products and supplies orderly and efficiently in warehouse; assists and maintains safe work area; may provide direction, guidance and/or training to Warehouse Assistant, provides exceptional customer service.

Essential Responsibilities and Duties:

1. Responsible for maintaining, organizing and warehousing all windows, doors, glass, insulated glass, mirrors, trim, material, tools and supplies.
2. Verifies, inspects and confirms proper quantities and receipt of products and materials delivered. Ensures products are not damaged upon receipt.
3. Compares delivery records to purchase orders for accuracy.
4. Safely arranges, stores, maintains, batches and organizes products, materials and supplies in warehouse for efficient access and retrieval.
5. Expedites retrieval and assists others in locating and gathering all materials for customer installation utilizing customer pick tickets and order sheets.
6. Gathers all customer products for delivery, verifying proper quantity and product specifications.
7. Loads all materials, products and supplies for delivery, safely securing materials to avoid product damage, and unloads same at customer job site obtaining signature from customer to acknowledge delivery of undamaged products, and proper quantity as ordered.
8. Organize deliveries to conserve time and energy costs, meeting required customer deadlines and time expectations.
9. Oversees and completes all table, store front fabrication and repair work. Completes repairs on any type of window, screen or door as needed.
10. Assists in the advance preparation of installation the necessary tools, equipment and materials needed.

11. May provide direction and guidance to Warehouse Assistant, assigns tasks as needed, and inspects work to ensure compliance and conformance to quality standards.
12. Maintains job installation daily work sheets for time and materials used, and other records as needed.
13. Coordinates installation with customer, office personnel, other installers, warehouse and delivery personnel on daily activities scheduled.
14. Performs a variety of general labor duties including keeping job site clean and safe, disposing of unnecessary materials.
15. Maintains vehicle, equipment and tools in working order.
16. Provides and requests information from customers and/or contractors as needed.
17. Perform related duties and responsibilities as required.

Job Qualifications:

Knowledge of:

- OSHA safety policies and compliance with safety requirements.
- All safety requirements and hazardous safety glazing applications and locations.
- Power tools and equipment, and all other hand tools associated with the installation of glass or mirrors.
- Basic mathematical calculations.

Ability to:

- Deliver exceptional customer service.
- Decide, establish, lay out and plan the activities and materials required for proper deliveries.
- Read and interpret shop drawings, blueprints and fabrication instructions.
- Analyzes and resolves work site problems.
- Operate all power and hand tools and equipment.
- Establish and adjust work procedures to meet installation schedules.
- Understand and follow oral and written instructions.
- Present technical information to C&O staff, customer, and/or contractors in an accurate and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Understand and maintain confidentiality of company information/records.
- Establish and maintain effective working relationships.
- Lift up to 100 lbs. with assistance or up to 50 lbs unassisted.
- Climb ladders, work in both outdoor and indoor environments, continuous walking, standing, bending, climbing, kneeling, lifting, pulling and/or pushing of items.
- Wear required personal safety equipment as needed, to include safety glasses, gloves and hard hat.
- Maintain valid Colorado Class "R" Driver's License.

Training and Experience Guidelines

Training:

High School diploma or GED equivalent

Experience:

Five years of related warehouse and stocking experience.

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This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.