

JOB DESCRIPTION:	Warehouse/Motor Pool Manager		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Facilities & Operations		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	434150	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	25-MAR-2025

SUMMARY: Responsible for warehouse operations and the safety/maintenance of motor pool vehicles for WNMU.

DUTIES:

1. Manages warehouse activities to include but not limited to safety, appearance, and stock levels. Coordinates the work of the Shipping & Receiving/Fleet assistants as assigned.
2. Assures appropriate documentation of receipt of materials. Responsible for verification that received material matches the purchase order and materials received are visually inspected. Ensures that all observed damages, shortages, or overages are documented and ensures that receiving reports are forwarded to Purchasing.
3. Maintains, secures, and accounts for all warehouse inventory. Responsible for the supervision, preparation, coordination, and processing of all purchase requests related to Warehouse Facilities & Operations trades including grounds, electrical, HVAC, carpentry, metal, plumbing, and auto shops. Ensures that inventory stock is replenished and shelved, special orders are filled, and stock issues are recorded.
4. Requests orders for materials and supplies.
5. Verifies that all University assets are properly decaled. Maintains control file of decals and property that cannot have decals affixed.
6. Responsible for proper disposal of university surplus property. Ensures that all WNMU policies and Board of Regents regulations are observed, and appropriate documentation is obtained when selling or disposing of surplus property.
7. Schedules and maintains routine maintenance and repairs for campus motor pool vehicles. Transports vehicles to outside vendors as needed.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with 5 years of related experience, or equivalent of combination and experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of motor pool preventive maintenance practices, staff supervisory methods, inventory management processes, safe practices and procedures regarding facility maintenance and campus operations.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Work involves exposure to the elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Extensive physical activity that requires physical work, heavy lifting, pushing, or pulling required of objects over 50 pounds. May be required to work additional hours or days

depending on circumstances.

4. **Other requirements:**

- a. Valid New Mexico driver's license.
- b. Must pass a Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)