



# WAREHOUSE COORDINATOR

## JOB OPPORTUNITY ANNOUNCEMENT

DATE:	APRIL 4, 2022
DIVISION / DEPARTMENT	INFORMATION SYSTEMS / FACILITIES
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

### POSITION SUMMARY

The Warehouse Coordinator is responsible for collaborating with staff, the county and vendors to implement and manage systems processes, support, and security for the Orange County for the Supervisor of Elections (SOE) warehouse operations.

The Warehouse Coordinator reports to the Director of Information Systems and supervises staff as well as temporary workers during election events.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Minimum of five years' experience in the management of building and fleet vehicle maintenance or other warehouse related activities
- Minimum of two years' work experience in a supervisory position
- Past experience analyzing and resolving maintenance issues, communicating quickly and effectively to resolve issues, as well as managing daily activities for self and direct report(s).
- Prior experience training and managing direct reports and temporary workers
- Knowledge of building trades including electrical, plumbing, HVAC
- Ability to negotiate leasing terms and maintenance contract solutions
- Past position supervising multiple projects from concept to completion, meeting absolute deadlines with a high degree of accuracy
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course

#### PREFERRED:

- Bachelor's Degree in Business Administration
- License to operate both a forklift and scissor lift.

### POSITION FUNCTIONS AND DUTIES

- Plan, supervise and direct the work of personnel engaged in day-to-day maintenance of buildings.
- Plan, supervise and direct the work of personnel tasked with vehicle management.
- Manage temporary warehouse staff in the preparation of voting equipment for loading, unloading and delivery.
- Maintain key and locks program, ensuring adherence to required procedures and controls.
- Establish and manage pest control system.
- Manage vehicle leasing and licensing.
- Secure off-site parking contracts for use during election cycles.
- Manage on-site parking assignments.
- Manage and supervise onsite parking attendants.
- Manage the Maintenance Request ticketing system, ensuring prompt and thorough response.
- Assist in the preparation of the COOP and emergency evacuation plan.

- Maintain routine records and prepare reports.
- Coordinate and direct office moves.
- Assist in the storing, retrieval and distribution of records in the warehouse.
- Acquiring and securing election collection sites. Liaison to Orlando Utility Commission, Orange County agencies, outside entities and collection site managers with the responsibility for the return of collection sites materials on election night.
- Manage fire and security alarm system.
- Oversee the fire and safety functions of the burglar alarm, fire detection system, surveillance cameras and facility gates.
- Manage the setting up of tents and directional signage at offsite early voting locations.
- Liaison on collection site facilities for availability during elections.
- Training of collection site managers on procedures and protocols.
- Provide supervision, guidance, and training to direct reports. Coach, develop, discipline, and terminate staff as needed. Continually review employees' workloads, schedules, project status, and results. Ensure all deadlines are met.
- Manage expenses, monitor trends and make adjustments when necessary to meet budget guidelines. Make recommendations for annual budget.
- Align with upper management and all other departments to effectively communicate issues, procedures, and collaborate on solutions.
- Collaboration with IS team members, vendors and all employees within the SOE office.
- Ability to support and perform team member's duties as needed.
- Perform all other duties as assigned.

## WORKING CONDITIONS

While there will be work performed indoors, in an air-conditioned office seated at a desk facing a computer screen, there will also be work required to be done outside and in parts of the warehouse that is not air-conditioned. This position will also work indoors and outdoors at public events as well as delivering, setting up and retrieving equipment. This role will come into contact with cleaning chemicals and maintenance supplies. Requires frequent contact with the SOE internal staff, county staff and SOE network-related vendors.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

## SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, tablets, iPads, scanners, printers, forklift and scissor lift, network tools, cameras, power hand tools, soldering iron, pallet jack, election equipment, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Sitting	Lifting (up to 50 lbs)
Climbing	Carrying	Pushing
Repetitive Wrist Motion	Twisting	Pulling
Focus for Extending Periods	Decision-Making	Grasping
Crawling	Comprehending	Reaching
Stooping	Hand-Eye Coordination	Bending
Reading	Kneeling	Standing
	Finger Dexterity	Walking

## **DISCLAIMER**

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

## **AT WILL STATEMENT**

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

## **HOW TO APPLY**

Email applications to: [recruiter@ocfelections.com](mailto:recruiter@ocfelections.com)

### **Mail application to:**

Orange County Supervisor of Elections

Attention: Human Resources

PO Box 562001

Orlando, FL 32856