

**WMG - 2009 Columbus Distribution Center Compensation Survey Job Descriptions**



*Position Classification: SALARIED*

Job Code	Typical Duties, Activities & Responsibilities	Minimum Education	Minimum Experience
<b>ORGANIZATIONAL MANAGER/DIRECTOR (Responsible for management of lower level staff)</b>			
400	<u>Warehouse/DC Supervisor</u> Responsible for supervision of employees in a large, multifaceted environment. Includes decision making in evaluating performance, hiring and termination. Ensures that daily production volumes are met or surpassed. Trains, coaches and develops associates on efficient work methods to increase departmental productivity.		
401	<u>Warehouse Manager – 1<sup>st</sup> Line</u> Direct and controls warehouse activities to ensure the efficient and economical utilization of facilities for storing and distributing inventories. Plans and schedules department functions to ensure the prompt delivery of merchandise of the kind and in the amount ordered.		
402	<u>Operations Manager</u> Manages two or more processing or support areas. Prepares reports and operating budgets and ensures that areas are meeting or exceeding productions objectives. In a larger DC environment, this position supervises the Warehouse Manager and reports to the Facility head. This is a second line manager.		
404	<u>Maintenance Manager</u> Manages maintenance staff in the operational support, upkeep, and repairs of facilities required for warehouse/distribution operations. Develops and administers expense and labor budgets. May recommend equipment modification and upgrades to improve reliability and capacity.		
406	<u>Transportation Manager</u> Supervises the transportation of merchandise for the business. Manages the transportation service providers. Ensures the timely movement of shipments and resolves delivery issues. Oversees day to day operations of selected delivery agents and outbound line haul carriers. Develops, implements and monitors productivity objectives of service providers. May negotiate rates and select delivery agents. Updates relevant groups on continually changing government regulations and any market conditions that might affect transits. Communicate changes in transportation policies/procedures to necessary parties.		
408	<u>Inventory Control Manager</u> Oversees the inventory control function. Identifies key areas within the supply chain for systems enhancement. May serve as Project Manager for all new systems development. Works with third parties to develop integrated solutions within logistics. Researches and evaluates new technology systems. Acts as the point of contact for operations management and IT. Has accountability for all inventories from receipt to store delivery. Develop and manage positive relations with all merchandise vendors. Develops procedures and controls for minimal shrink or lost product. Plan/manage quarterly cycle counts and annual DC inventory. Develops and manages auditing and quality checks within the DC.	Associate or Bachelor degree in Business or related field or equivalent	3+ Years in Inventory Control or related Accounting field

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409	<u>Security Supervisor</u> Provides protection services for assets/minimizes losses for facility/company. Supervises nonexempt loss prevention staff (24 hours/7 days). Supervises electronic security operation. Conducts and/or oversees investigations of theft or other incidents.	Bachelor degree in Criminal Justice or equivalent	2+ Years Supervisory or Group Leader experience
<b><u>INDIVIDUAL CONTRIBUTOR/FUNCTIONAL MANAGER (No responsibility for staff management)</u></b>			
403	<u>Logistics/Operational Systems Analyst</u> Identifies key areas within the supply chain for systems enhancement. Serves as Project Manager for all new systems development. Works with third parties to develop integrated solutions within logistics. Researches and evaluates new technology and systems. Acts as the point of contact for operations management and IT. Trouble shoots and diagnoses production problems relating to software applications, repairing problems that can be fixed internally and coordinating repair resources requiring external expertise. Ensures compliance of systems. May develop and manage auditing and quality checks within the DC.		
405	<u>Traffic/Transportation Rate Analyst</u> Analyzes domestic and/or international transportation and distribution methods and procedures to develop, utilize and recommend the most economically advantageous and efficient means of delivering products, based on an evaluation of freight classifications, tariff rates, and operating capabilities, and concurrent with delivery schedules and deadlines. Reviews proposals by carriers and administrative agencies for modification in rates and transportation regulations to determine their impact, and presents the corporate position in protests or petitions to regulatory bodies. Establishes and maintains cross-functional communications.		
407	<u>DC Engineer</u> Performs a variety of engineering work concerned with distribution center automated process systems to meet established standards and ensure control of such factors as cost, schedule, risk, quality, safety and equipment utilization. Responsible for the maintenance and administration of existing systems; works with information systems and/or engineering staff on new project development initiatives; may recommend new project development initiatives; may manage or coordinate related activities of outside contractors.		

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500	<p><u>Order Selector/Processor</u>                      May perform one or more of the following activities: Unpacks, sorts and counts items. Affixes labels, tickets, or tags. Picks predetermined amounts of merchandise and packs into merchandise cartons. Operates a computer system and/or manual tracking of information to facilitate flow of merchandise through the distribution center. May lift up to 25 pounds. May operate power equipment to move merchandise on an occasional basis</p>		
501	<p><u>Merchandise Handler</u>                      May perform several of the following activities: Unloads merchandise cartons from trailers and sorts on predetermined criteria. Lifts merchandise cartons or other containers up and down from conveyor lines. Stacks merchandise cartons and other containers onto pallet. Loads merchandise and equipment onto trailer for outbound shipment. Maintains and verifies documentation to facilitate the flow of merchandise through the distribution center. Spends at least 50% of their working hours lifting 25 pounds or greater. May operate power equipment to move merchandise on an occasional basis.</p>		
502	<p><u>Outbound Loader</u>                      Loads merchandise cartons onto semi-trailers which involve the ability to lift cartons overhead up to 8 feet. Unloads merchandise cartons from semi-trailers onto conveyor. May determine where cartons need to be sorted and placed. Stacks merchandise cartons onto pallets. Maintains and verifies documentation to facilitate the flow of merchandise onto semi-trailers. Spends 100% of working hours lifting 30 to 75 pounds on a continuous basis. May operate power equipment to move merchandise.</p>		
503	<p><u>DC Team Lead</u>                      Performs functions of general warehouse duties while also responsible for daily workloads. Guides distribution employees in conjunction with management. May adjust assignments; assist in training, coaching and handling quality, safety and production problems. Researches and troubleshoots production errors. Conducts operations in compliance with OSHA and MSDS standards.</p>		
504	<p><u>Forklift/Power Equipment Operator</u>                      On a consistent basis, operation of a forklift or other power equipment to unload cartons from semi-trailers, move cartons/products throughout the distribution center and load cartons onto semi-trailers. Spends at least 80% of working hours operating power equipment.</p>		
505	<p><u>Crane Operator</u>                      Operates a crane at heights up to 60 feet in order to store and retrieve cases of merchandise and move merchandise from one area to another in a distribution center. Lifts merchandise cartons or other merchandise up to and down from conveyer lines. Stacks merchandise cartons or other merchandise containers onto pallets or other storage containers. Maintains and verifies documentation to facilitate the flow of merchandise through the distribution center. Must have the ability to obtain licensing and/or certification, per OSHA guidelines in order to operate a crane.</p>		

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506	<p><u>Quality Assurance Inspector</u>                      Inspects merchandise totally for defects including unpacking and/or packing merchandise and verifying that it meets specifications. Releases merchandise to stock area. Completes reports, posts, logs and distributes data paperwork. Note that the intent of this position is to monitor the quality of the organization's products and not the quality of employee work activities.</p>		
507	<p><u>Maintenance Technician - General</u>                      Supports all aspects of building services and facilities maintenance by performing various maintenance tasks. Maintenance may involve welding, fabrication, plumbing, carpentry, data and voice line installation, office setup/takedown, does preventive maintenance in warehouse such as roofing, siding and concrete repairs.</p>		
508	<p><u>Maintenance Technician - Senior</u>                      Requires application of special skills, knowledge and Pertinent techniques to work assignment, involving mechanical and electrical problem solving. Examines equipment to diagnose source of trouble, dismantles and replaces defective parts and re-assembles equipment, making necessary adjustments for operation. Requires aptitude, specialized training and proficiency in areas such as material handling, electrical motors and circuitry, pneumatic equipment, pipes and fittings and other building equipment. For record keeping purposes, may be required to log maintenance, repair or other records or schedules.</p>		
509	<p><u>Janitor/Custodian</u>                      Responsible for cleaning offices, restrooms, employee lounges and/or warehouse areas. Maintains floors (sweeping and mopping), empties trash receptacles and replenishes supply of personal items in restrooms. Overall responsibility for general good housekeeping in work areas.</p>		
510	<p><u>Maintenance Helper/Trainee</u>                      Assists in installation, maintenance, repair and dismantling of mechanical, electrical and plumbing equipment and fixtures. Moves, assembles, paints and/or makes routine repairs on equipment and fixtures. Operates and does preventative maintenance in warehouse such as lubrication of material handling equipment.</p>		
511	<p><u>General Clerk</u>                      Performs a limited variety of general clerical duties for functional groups involving compiling and arranging data, making standard computations, processing and coding documents and maintaining records and files. Routines are generally prescribed and supervision is readily available.</p>	Typically have high school level written and analytical skills	2-3 Years

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512	<u>Security Officer</u> Monitors and assists in problem resolution with burglar and fire alarm Systems and access control system (this requires programming, operating and testing security software). Assists in the investigation and apprehension of dishonest employees in compliance with loss prevention procedures. May also be responsible for first aid, job related safety, and accident investigation.		0-2 Years
513	<u>Lead HVAC Technician</u> Lead position responsible for all aspects of Building Services and Facilities Maintenance. Responsible for daily productivity/accountability of HVAC Technicians and work orders. Manages internal/external projects including scheduling and contractor/vendor interface. Insures compliance with all company policies, codes and safety initiatives. Typically reports to Manager of Building Automation. Typically no direct reports. CFC certified with experience in programming and monitoring automated systems.		3-5 Years of technical training in HVAC field
514	<u>HVAC Technician</u> Individual contributor responsible for all aspects of Building Services and Facilities Maintenance. Performs program changes and monitoring of all HVAC automated systems. Troubleshoot and repair of all Electrical/Pneumatic controls, control cabinets, power supplies, chillers, compressors, and all other field devices. Support all mechanical repairs and preventive maintenance to HVAC systems. Typically reports to Manager of Building Automation. Typically no direct reports. CFC certified with experience in programming and monitoring automated systems.		1-2 Years of technical training in HVAC field
515	<u>Private Fleet Truck Driver</u> Ensures safe and timely delivery of company merchandise, supplies and fixtures to distribution centers, depots and/or store locations. Completes necessary paperwork as part of merchandise delivery. Ensures compliance with federal transportation regulations.		