

WAREHOUSE WORKER II

DEFINITION

Under direct supervision, purchases, receives materials and verifies shipments against bills of lading or other records; inspects for shortages, rejects damaged goods, and routes merchandise to proper departments; assures timely distribution of equipment and materials; facilitates the warehouse asset management program; facilitates the disposal of surplus and salvage equipment and/or materials; performs a variety of clerical and administrative services in support of the warehouse function.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management. May provide technical and functional direction to other warehouse staff and student workers.

CLASS CHARACTERISTICS

This is the journey-level in the Warehouse Worker class series responsible for ordering, maintaining, and distributing materials, parts, supplies, tools, and equipment required for the District's functions, as well as, filing central supply requests. The incumbent performs the full range of duties as assigned and must have the ability to work independently, and to exercise initiative and judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies, of the work unit. This class is distinguished from the Coordinator, Warehouse in that the latter is responsible for coordinating the work of assigned staff involved in warehouse operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Receives, logs, inspects, and tags equipment/fixed assets for inventory purposes; travels to various District locations to record assets in inventory tracking system.
- Disposes of surplus and salvage equipment and/or materials in accordance with District disposal policy; ensures all Fixed Asset Tags are removed and items are logged in for inventory purposes.
- Obtains prices, generates purchase order requests, and makes purchases using blanket purchase orders and following standard procedures; consolidates purchases when possible to maximize benefit of high-quantity purchases.
- Receives daily UPS and FedEx deliveries, records and tracks deliveries on a daily basis, reconciles daily logs, tracks purchase orders, and stores or delivers to the designated location/party; makes arrangements for delivery of supplies and equipment to District sites.
- Receives and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders; verifies for payment.
- Inspects materials, supplies, tools, and equipment received for quality and quantity; stores materials received or delivers to the proper person or job site.
- Operate a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks/dollies, and related equipment; drives light delivery trucks; checks, fuels, and performs minor maintenance service on trucks and warehouse equipment.
- Maintains accurate records, files, and inventory control.
- Maintains perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold.
- Prepares various reports to assist in monitoring and evaluating warehouse operations.
- Works with coworkers and suppliers to resolve various issues and problems such as stocking new items, damaged products, and handling returns.

- Maintains a clean, safe, and unobstructed work area.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals, practices and methods utilized in Fixed Assets Management.
- Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used at the District.
- District purchasing, supply ordering, and asset disposal policies and procedures.
- Basic mathematical principles.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Identify and select routinely used materials, supplies, and equipment.
- Evaluate needs for parts and other inventory items.
- Apply store keeping principles and perform related clerical tasks.
- Safely operate a variety of warehouse machines and equipment.
- Learn local and regional suppliers and sources for chemicals, fertilizer, parts, tools, and supplies.
- Maintain accurate logs, records, and basic written reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of experience in warehousing using automated inventory procedures.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- Possess and maintain valid Forklift Operator's Certificate

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory, to operate a motor vehicle, light and heavy flatbed trucks with lift gate, and forklift; strength, stamina, and mobility to perform light-to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to ~~75~~ 50 pounds and heavier weights with the proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. May be exposed to cold and hot temperatures, inclement weather conditions, chemicals, mechanical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.