

WAREHOUSE OPERATIONS WORKER

BASIC FUNCTION

Receives, inspects, stores, and delivers supplies and equipment at the District warehouses; fills requisitions received from departments; and maintains the warehouse and operations center yard in a clean and orderly condition.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of the Warehouse Shipping and Receiving department. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Receives daily deliveries; records and tracks deliveries; communicates with requestor and department staff to schedule jobs, order supplies, and ensure deadlines are met.
2. Maintains the warehouse and operations center yard in a clean and orderly condition; marks stock, fills shelves, and orders supplies.
3. Fills requisitions received from departments; delivers supplies, equipment, mail, and other requests to various District locations; provides information on delivery status as needed; maintains records of all items received/delivered; may assist in basic office functions.
4. Receives materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders, documents any visible damage, and/or annotates items for further inspection upon delivery.
5. Inspects materials, supplies, tools, and equipment received for quality and quantity; stores materials received or delivers to the proper person or job site.
6. Operates a variety of warehouse equipment, including forklifts, pallet jacks, dollies, and related equipment.
7. Maintains perpetual physical inventory of warehouse materials by performing daily data entry of goods received.
8. Participates in District-provided in-service training programs.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Practices of warehouse operations.
2. Materials and supplies generally used in business operations.
3. Basic principles and practices of inventory control as it relates to the receipt storage and distribution

of supplies.

4. Record keeping principles and practices.
5. Operation of standard equipment used in a warehouse environment.
6. Safe working practices.
7. Basic arithmetic.

Ability to:

1. Receive, process, stock, or distribute a wide range of equipment and supplies.
2. Safely operate warehouse equipment and tools.
3. Understand and follow District inventory practices.
4. Prepare and maintain records and files.
5. Independently organize work, meet critical deadlines, and follow up on assignments.
6. Understand and follow oral and written instructions.
7. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
8. Communicate effectively in the course of performing work tasks.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and one (1) year of warehousing, inventory, and forklift experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of a valid Forklift Operator's Certificate, which must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory; ability to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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. Employees 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 50 pounds and heavier weights with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

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 upset individuals in interpreting and enforcing departmental policies and procedures.