

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WAREHOUSE LEAD WORKER

DATE: 7/1/2022

JOB CODE: 21742

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to lead, guide, and participate fully in the work of assigned warehouse staff; to plan, organize and oversee the daily operation of a central warehouse; to direct the work of staff engaged in the receipt, unloading, unpacking, storing, issuing, packing, loading, and delivery of tools, supplies, equipment, and materials; to perform accurate record keeping of stored inventory; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Warehouse Lead Worker is the working lead level in the Warehouse series. Incumbents routinely assign specific tasks to subordinate staff and perform the more difficult work of the section. Incumbents interface with the supervisor on a routine basis regarding warehouse work and staff assignments, provide significant input regarding performance evaluations, and report any issues of poor or negligent performance. Incumbents are expected to use sound and independent judgment in carrying out job assignments, and may serve in the absence of the supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Oversee the daily operation of the warehouse and yards storage facility;
- Schedule, train, and direct the work of staff assigned to the warehouse;

- Establish storekeeping methods, arrangement of warehouse, and record keeping methods;
- Receive, unload, unpack, store, and maintain a variety of tools, supplies, equipment, and materials;
- Pack, load, ship, and deliver tools, supplies, equipment, and materials;
- Inspect incoming shipments for accuracy to ensure that the quantity and quality of goods received conform to requisition specifications, invoices, purchase orders, shipping documents, or packing slips;
- Notify Buyer when stocks reach a minimum level;
- Coordinate with vendors regarding delivery dates and correction of errors;
- Conduct periodic inventories of warehouse stock;
- Issue tools, supplies, and equipment;
- Operate a forklift, pallet jack, hand truck, and/or light truck in placing or moving stock;
- Write receiving reports and ensure that material is picked up for delivery when requested;
- Prepare requisitions for replacement of tools, supplies, equipment, and materials;
- Interpret purchase orders for compliance with purchase order terms;
- Maintain records of supplies, equipment, and materials received, stored, and issued, including unit cost and total value;
- Maintain files of stock descriptions and purchase orders;
- Prepare a variety of reports and records;
- Work with Department inventory software for material/supply receipts and issuing of materials;
- Interact with coworkers at all levels in the Department in a collaborative and customer service oriented manner;
- Lead, guide, direct, and participate in the work of warehouse staff;
- Assist in the training and scheduling of warehouse staff;
- Inspect and verify work in progress and completed work of assigned staff;
- Establish standards of performance for assigned staff;
- Ensure staff adherence to Department policies and procedures;
- Ensure appropriate safety practices are followed by all assigned staff;
- Assist supervisor with preparation of performance evaluations for assigned staff;

- Assist supervisor with accomplishment of section goals, objectives, and budget;
- Enter data into computerized maintenance programs or databases and perform other basic computer based functions in Word and Excel;
- Develop and maintain effective working relationships with suppliers;
- Provide confidentiality, support, and positive attitude necessary to meet all Department goals and maintain employee morale;
- Operate Department vehicles safely; and
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Practices and methods of receiving, inspecting, storing, issuing, packing, and shipping of varied supplies, parts, tools, equipment, materials, and property;
- Moderately complex record and keeping procedures;
- Inventory control principles and practices;
- Basic mathematical principles;
- Modern office practices, methods, and computer equipment and software;
- Principles of organization, supervision, and employee training;
- Fundamental principles and basic techniques of public relations;
- Effective leadership methods and problem solving skills;
- Appropriate safety precautions and procedures, occupational hazards, safety policies, and safe work practices relative to the assigned work;

Ability to:

- Oversee, lead, direct, train, guide, check monitor, inspect, assign, and report on the work performed by warehouse staff;
- Maintain accurate records of materials, supplies, and equipment received, stored, and issued;

- Plan arrangement of warehouse to physically handle a variety of materials, supplies, and equipment;
- Estimate future supply needs and develop procedures to ensure that adequate stock levels are maintained;
- Plan and schedule work assignments, set priorities for and train assigned staff;
- Perform moderately heavy physical labor; lift and transport materials and supplies weighing 25 pounds or more;
- Work in a variety of environmental conditions, indoors and out, including wide temperature variations;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Prepare clear, concise, and accurate oral and written reports;
- Read and write at a level sufficient for job success;
- Read, understand, and apply moderately complex materials;
- Make simple mathematical calculations with speed and accuracy;
- Communicate effectively, both orally and in writing;
- Operate a forklift;
- Operate a vehicle observing legal and defensive driving practices;
- Operate a computer and common office equipment/software;
- Recommend changes to improve the safety, efficiency, and/or effectiveness of warehouse operations;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;
- Establish and maintain effective working relationships with City and Department staff, the public, and others encountered in the course of work; exercise patience, tact, diplomacy, and courtesy in dealing with the public and employees;
- Understand and carry out oral and written instructions;
- Work under moderate to high stress conditions.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent.

Experience: Three (3) years of intermediate level experience in the receipt, storage, inventory, and issuance of tools, supplies, equipment, and materials in a

warehouse or stockroom operation; or two (2) years of full-time experience working in the City of San Bernardino Municipal Water Department warehouse.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license is required at the time of application. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license is required within ten (10) days of appointment (Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work requires sitting, standing, walking on level, unlevel, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing ladders, grasping and making repetitive hand movements, driving motorized vehicles and equipment, work in heavy traffic conditions, and work with constant interruption. Must be able to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more. Incumbents may use cleaning chemicals that may result in exposure to fumes, dust, and air contaminants. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents must be able to see in the normal range, with or without correction, with vision sufficient to see both near and far when inspecting work and operating assigned equipment, and read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range, with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Warehouse Lead Worker

To: Purchasing Manager

Job Description:

BOWC Approved:

Rev:

6/22/2004

4/9/2019

6/28/2022

Testing Standards: App Review/Supplemental App Review