

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WAREHOUSE WORKER

DATE: 7/1/2022

JOB CODE: 21741

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 participate in the daily operation of the Department's central warehouse; to requisition, receive, classify, store, deliver, and issue a variety of parts, supplies, tools, equipment, and materials; and to maintain stock inventory controls and records; perform other related duties.

DISTINGUISHING CHARACTERISTICS

The Warehouse Worker is an entry/journey level class in the Warehouse series responsible for performing manual and clerical duties in the receipt, storage, and issuing of materials, supplies, parts, tools, and equipment from a central warehouse. Incumbents are expected to exercise independent judgment, have strong organizational skills, and provide excellent customer service. Direction is received from the Warehouse Lead Worker and supervision is received from the Purchasing Manager.

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;
- Receive shipments from vendors, check for quantity and quality of products, assign stock numbers to incoming supplies and materials, enter data into computerized receiving and stocking system, and stock materials in correct bins;
- Pull orders and issue tools, materials, supplies and equipment; load material and equipment in trucks;
- Perform scheduled inventory counts to maintain accuracy levels;
- Deliver supplies requisitioned from warehouse; deliver materials to utility crews at job sites;
- Maintain warehouse in clean and orderly condition;

- Maintain logs and records of materials receive, issued, and in stock;
- Operate office equipment such as a personal computer, calculator, and copier;
- Operate warehouse equipment such as a forklift and hand truck;
- Enter data into computer inventory system;
- May participate in the set up and tear down of booths, tables, and chairs for special events;
- File materials into established filing systems;
- Determine proper storing methods for material storage and retrieval;
- Prepare packages for shipping via multiple carriers;
- Assist in developing procedures for the efficient handling and storing of stock;
- Prepare surplus and obsolete stock lists; upon approval arrange for transfer and disposition of stock;
- Perform daily mail runs; and
- Perform related duties as required.

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:

- Proper methods of receiving and storing varied supplies, parts, tools, and equipment;
- Warehousing methods, procedures, and terminology;
- Materials, supplies, equipment, and tools used in the construction, maintenance, and repair of water/wastewater systems and facilities;
- Common clerical procedures related to storekeeping;
- Proper English usage, spelling, and grammar;
- Basic math;
- Basic record keeping methods;
- Appropriate safety precautions and procedures;
- Modern office equipment including a computer and applicable software;
- Methods and techniques for record keeping and basic report preparation and writing;
- Safe driving practices and principles;
- Stock and Inventory control;

- Principles of customer service;
- Proper lifting techniques;

Ability to:

- Compare and match related documents;
- Understand and follow written and verbal instructions;
- Communicate clearly and concisely, both orally and in writing;
- Communicate effectively and work cooperatively with customers, the general public, vendors, coworkers, Department representatives, supervisors, and management;
- Identify errors or discrepancies in documentation;
- Inspect materials, supplies, tools, and equipment for conformance to receiving and requisitioning documents;
- Receive, process, stock and/or distribute a wide range of materials, goods, and equipment;
- Maintain work areas in a neat and tidy manner;
- Prepare clear and concise reports;
- Input data with accuracy;
- Maintain accurate records;
- Operate a vehicle observing legal and defensive driving practices;
- Operate warehouse equipment;
- Accurately store and account for supplies, parts, tools, and equipment;
- Take physical inventory accurately and efficiently;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Work under moderate to high stress conditions.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent,

Experience: One (1) year of experience in responsible storekeeping/warehouse work involving a variety of stock.

Certificate: Forklift Operator certification is required within six (6) months of appointment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA 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 Worker

To: Warehouse Lead Worker

Testing Standards: App Review/Supp App Review

Job Description:

Board Approved:

6/28/2022