



## Job Description

**JOB TITLE:** WAREHOUSE TECHNICIAN

**PAY GRADE:** CL 17

**LAST REVISED:** JUNE 2007

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision of the General Services Manager, operates and maintains District warehouses; receives, stores, distributes and ships freight and packages; coordinates the removal of surplus equipment; and coordinates year end inventory operations.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receives and organizes incoming freight and packages; inspects and verifies orders received against purchase orders and packing slips; checks incoming freight for accurate addressee, count and damage or discrepancies; logs in freight received to computer and inputs data to main PCOE system.
2. Investigates discrepancies of incoming packages; contacts vendors to arrange for replacement or return of freight as necessary; completes receiving documentation and forwards to appropriate District organizational unit.
3. Packs, weighs, labels and ships packages via freight companies to outgoing destinations; arranges for next-day or air express deliveries; verifies shipping company freight charges; calculates and records shipping charges; completes shipping cost invoices for items ordered through categorical/grant funding.
4. Receives and processes requests for office supplies and materials; prepares packages and supplies for pick-up and delivery; coordinates dates, times and other details of furniture, large order and special deliveries; delivers equipment and supplies, as requested.
5. Receives and stocks general District supplies in warehouses; stores and retrieves special forms, files and other materials for District organizational units; orders general District supplies through the purchasing office.
6. Monitors and arranges for disposal of District surplus computer and audio visual equipment and removal of hazardous materials; maintains records for District depreciation of fixed capital assets; maintains files of surplus furniture and fixtures and makes available to District staff.
7. Checks, counts and records complete inventories at various District warehouses for annual audit compliance; monitors stock numbers of inventory items on a continuing basis; records, marks and stores District surplus inventory.
8. Operates vans and trucks to transport stock between warehouse locations as necessary; utilizes various mobile equipment, vehicles and forklifts to rotate stock in warehouses; organizes stock in warehouse to maximize space utilization.
9. Answers telephones for District warehouse and takes appropriate action; maintains files of purchase



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orders, inventory and surplus information.

10. May train and provide work direction to assigned student workers and temporary help as assigned.
11. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations of a warehouse and associated organization techniques.  
Standard warehousing practices and procedures including inventory and surplus maintenance.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Standard freight company policies and procedures.  
Operational characteristics and maintenance of warehouse equipment and vehicles including a forklift.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic mathematics.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Occupational hazards and standard safety precautions relative to a warehouse.

**Ability to:**

Operate and maintain District warehouses.  
Ship and receive various packages, freight and merchandise according to established procedures.  
Compile and organize data and information.  
Maintain filing systems.  
Perform mathematical calculations of average difficulty.  
Understand and follow oral and written instructions.  
Safely operate and maintain vehicles and specialized warehouse equipment.  
Plan and organize work to meet schedules and changing deadlines.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to completion of the twelfth grade.

**Experience:**

Two years of general warehouse operations or inventory experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.  
Possession of, or ability to obtain, an appropriate, valid forklift certification.  
Possession of, or ability to obtain, an appropriate, valid Hazardous Materials Awareness training card.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*



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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a warehouse with exposure to dust, smoke, fumes, heat, cold and noise; occasional travel from site to site to deliver packages.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a warehouse setting; to stand or sit for prolonged periods of time; to walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate vehicles, forklift and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Johnson & Associates*  
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