

JOB TITLE: Warehouse Technician
PAY GRADE: CL 17
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned 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 District's Banner Enterprise Resource Planning (ERP) 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. Prepares 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. Monitors and arranges for disposal of District surplus property, including, but not limited to, computer and audio-visual equipment and removal of hazardous materials, in coordination with appropriate personnel; maintains records for District depreciation of fixed capital assets; maintains files of surplus furniture and fixtures and makes available to District staff.
6. 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 Business Services Department.
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 warehouse stock to maximize space utilization.
9. Answers phones for District warehouse and takes appropriate action.
10. Maintains files of purchase orders, inventory, and surplus information.

11. Provides onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
12. Performs related duties that support the overall objective of the position.

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:

- Standard warehousing practices and procedures, including inventory and surplus maintenance.
- Standard freight company policies and procedures.
- Principles and procedures of record keeping and filing.
- Basic mathematical concepts.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Operate and maintain District warehouses.
- Ship and receive various packages, freight, and merchandise according to established procedures.
- Operate and maintain vehicles, forklifts, and courier and warehouse equipment and tools, including hand trucks to protect District assets and meet delivery schedules.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques and safe handling and storage of hazardous materials.
- Lift mail bin and packages up to 60 lbs. on a regular basis.
- Compile and organize data and information.
- Perform mathematical calculations of average difficulty.
- Plan and organize work to meet schedules and changing deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to completion of the twelfth grade or General Educational Development (GED).

Experience

- One year of general warehouse operations or inventory experience.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Forklift Certification.
- Hazardous Materials Awareness Certificate.

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. 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.

Board Approved: July 15, 2025