

WAREHOUSEPERSON

Definition

Under general supervision, responsible for purchasing material and equipment for the District; maintaining stockroom and yard; assisting in shop and field work; may occasionally supervise personnel during inventory and yard maintenance activities; and to do related work as required.

Examples of Important & Essential Duties

- Inventories and maintains proper supplies of a wide variety of materials and equipment used in pipeline construction and repair such as pipe, fittings, valves, and clamps.
- Maintains accurate computerized inventory records.
- Conducts fiscal year inventory.
- Confers with vendors to attain lowest prices.
- Prepares purchase orders and maintains purchase records.
- Maintain internal control procedures to eliminate theft.
- Receive purchased inventory and stocks shelves.
- Assists in other shop and field work at the District;
- Assists management in improving information workflow.
- Manage work order and job costing systems
- Operates trucks and forklift.
- Responsible for shop and yard upkeep, organization and maintenance.
- Performs related duties and assignments as directed.

Typical Physical Activities

- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to carry, push, pull, reach, grasp, and lift supplies and material weighing up to 60 pounds weekly.
- Stoops, kneels, crouches, crawls, climbs and grasps during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers and calculators.
- Stands and walks for extended time periods.
- Hearing, vision within normal ranges.
- Works in an environment where work is subject to vibration and constant noise.

Related & Essential Qualifications

Knowledge of:

- Materials, equipment and supplies used in water pipeline construction and repair.
- Methods of stock control and record keeping.
- Methods of inventory control.
- Excellent communication skills.

WAREHOUSEPERSON

Ability to:

- Receive, inspect, count and store materials and supplies.
- Maintain a proper inventory of supplies and equipment for general and emergency operations.
- Maintain records and files, and assist management staff with improving the workflow processes.
- Maintain cooperative relations with vendors and others contacted in the course of work.
- Operate forklift and delivery trucks
- Proficiently use Microsoft Word, Excel and Access.
- Apply principles and practices of database management and District accounting software.
- Establish and maintain proper inventory levels through use of a computerized inventory system.
- Arrive at work as required.

Desirable Education and Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities for acceptable job performance.

A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience in water related repair and maintenance work and one year experience in purchasing and warehousing of water related materials and equipment. One year experience in computer operations including ability to use Microsoft Word, Excel, and Access.

Education: Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License Certificate Registration Requirement:

Driver License: Possession of an appropriate California driver's license, class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.