

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: WAREHOUSE WORKER**

### **RANGE: 15**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of warehouse functions including the receipt, inspection, processing and issuing of designated supplies and equipment; drive a vehicle to various County Office locations to deliver goods.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of warehouse functions including the receipt, inspection, processing and issuing of designated supplies and equipment; assist various County Office sites with meeting equipment and supply needs; assure designated goods are delivered in a timely manner.

Drive a vehicle to various County Office locations to deliver a variety of goods; load truck with appropriate supplies and equipment; assure deliveries comply with quantity and product specifications; pick up and deliver mail as assigned.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; sign for deliveries as needed; review shipments to assure accuracy including quality and quantity.

Shelve and store items in appropriate section of warehouse; rotate stock as required; receive, fill and process orders and requisitions; pull, pack, sort and prepare items for delivery according to established procedures; prepare, update and affix shipping labels and tags to goods as needed.

Prepare and maintain various records, reports and files related to supplies, equipment, orders, inventory, postage, deliveries, vendors, mileage and assigned activities; duplicate and distribute materials as needed; prepare and process a variety of forms and correspondence.

Input shipping and receiving data into an assigned computer system; develop spread sheets and maintain automated records; generate computerized lists and reports as needed.

Monitor and assist in maintaining adequate inventory levels of designated supplies and equipment; participate in periodic inventories.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of warehouse equipment such as forklifts, pallet jacks and hand trucks; utilize standard office equipment including a copier, computer and assigned software; perform minor maintenance on equipment and vehicles as directed.

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Maintain warehouse and delivery vehicle in a clean, orderly and safe condition.

Participate in a variety of other assigned activities such as assisting with site relocations, moving and arranging equipment and furniture, and participating in special projects.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, practices, equipment and terminology used in warehouse operations.  
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.  
Proper loading and unloading of trucks.  
Traffic laws, defensive driving techniques and rules of the road.  
Proper methods of storing equipment, materials and supplies.  
Shipping and receiving procedures.  
Basic record-keeping and report preparation techniques.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Health and safety regulations.  
Basic math.

**ABILITY TO:**

Perform a variety of warehouse functions including the receipt, inspection, processing and issuing of designated supplies and equipment.  
Drive a vehicle to various County Office locations to deliver goods.  
Shelve, store and prepare warehouse items for delivery.  
Load and unload shipments of supplies and equipment.  
Receive, fill and process orders and requisitions.  
Operate a computer and assigned software.  
Maintain records and prepare reports.  
Utilize space efficiently and effectively.  
Meet schedules and time lines.  
Observe health and safety regulations.  
Observe legal and defensive driving practices.  
Understand and follow oral and written instructions.  
Add, subtract, multiply and divide quickly and accurately.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year warehouse, delivery or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Heavy physical labor.

Walking.

**HAZARDS:**

Working around and with machinery having moving parts.

Traffic hazards.