

POSITION DESCRIPTION

Class. Title: Warehouse Specialist (Job Class Code: 0049)
Division: Purchasing
Department: Finance

Effective Date: August 19, 2021
Pay Grade: 9
FLSA: Non-Exempt

GENERAL PURPOSE

Stores, receives, and issues large varieties of equipment and supplies; follows proper storage practices, including hazardous materials.

SUPERVISION RECEIVED

Works under the general supervision of the Purchasing Agent or the Senior Buyer in the absence of the Purchasing Agent.

SUPERVISION EXERCISED

None.

ESSENTIALS DUTIES AND RESPONSIBILITIES

1. Maintains shipping log, receiving reports and checks receivables against freight bills of laden.
2. Notifies and distributes items to authorized employees, coordinates department copy paper delivery.
3. Maintains an inventory control system by keeping records, compiling reports, enters all data and adjustments into Munis inventory module daily. Write requisitions for restocking and assist with all phases of the stock procurement, receipt and physical restocking of shelves.
4. Conducts annual physical inventory count and surplus as directed by the Purchasing Agent. Keeps the warehouse area in good shape through safety checks and housekeeping practices.
5. Coordinates with vendors and internal departments to schedule times for deliveries, as well as conducting and supervising the off-loading of the delivery vehicles.
6. Safely operates 4000 lb. fork lift, maintains fueling and coordinates related maintenance. .
7. Knowledge of handling of hazardous materials.
8. Prepares discrepancy reports and assists purchasing department personnel with various interdepartmental tasks. Send and receive employee rental uniforms weekly, including scheduling and documentation processing.
9. Maintains warehouse stock and schedule of inventory allowing material flow to required departments to support various field maintenance projects.
10. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.

OTHER DUTIES:

In the absence of the un-funded Senior Accounts Clerk position, added duties are;

Filing of Purchase Orders and misc. documents.

Performs other work-related duties as assigned.

Tools and Equipment Used:

Pick-up truck, phone, personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator, hand truck, pallet jack, fork lift.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school graduation or GED (General Education Diploma) equivalent; and One (1) year experience in warehouse operations, including related data entry and inventory systems.

Necessary Knowledge, Skills and Abilities:

1. Physical ability to lift and relocate loads of up to fifty (50) pounds
2. Physical ability, visual aptitude and Skill to safely operate, load and unload using a Fork Lift
3. Knowledge of computers and data entry inventory systems.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and carry for a distance of 25 yards. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will be subject to loud noise levels. The employee will frequently be exposed to fumes and airborne particles. The employee will occasionally deal with toxic and/or caustic chemicals. The employee will deal with electricity and possible exposure to shock.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate..

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Kaitlin St. Pierre
Civil Service Director

Approval: B. L. T. L.
Department Director