

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Warehouse Worker

<b>DEPARTMENT:</b> Operations & Water Quality	<b>ACCOUNTABLE TO:</b> Director of Operations & Water Quality	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	<b>16</b>	
<p><b>CLASS SUMMARY:</b> Under direct supervision, monitors inventory of supplies, water service repair parts, electrical parts, and mechanical parts. Performs Warehouse customer service functions and warehousing duties which include palletizing and storage of materials, pulling inventory or picking up parts from outside vendors? picking parts for work orders, operating a forklift, maintaining inventories, delivering materials to job sites, and receiving and issuing records via computerized program.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> This position is distinguished from the Warehouse Specialist position in that it receives a majority of its daily work assignments directly from and is closely monitored by the Specialist. Its level of independent decision-making is limited to the order in which tasks are completed and the timing of stock orders to maintain stock within prescribed range.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Performs warehouse function which includes storing, palletizing and issuing of material; check stock levels to verify inventory.
2.	Maintains inventory records, records receipt and issuance of stock to jobs and maintenance, records via computer input.
3.	Purchases inventory items which include janitorial supplies, office supplies, safety supplies, water service repair parts, sewer service repair parts, expendable items, distribution repair parts, electrical parts, and mechanical parts to maintain supply levels within established acceptable ranges.
4.	Performs administrative clerical functions which includes time sheet entry, maintenance of daily logs, and participation in meetings as assigned.
5.	Provides customer service to Padre Dam staff who utilize the warehoused materials.
6.	Performs other duties of a similar nature or level.

<p><b>Knowledge</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• General warehousing practices;</li> <li>• Bookkeeping, warehouse recordkeeping;</li> <li>• Basics of purchasing and inventory processes and controls.</li> </ul>
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### **Skills** (position requirements at entry):

- Basic personal computer skills;
- Effective written and verbal communication and customer service skills;
- Workload management, handling multiple tasks and priorities effectively;
- Forklift operation;
- Basic office equipment such as typewriter, labelizer.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and experience in general warehousing, bookkeeping, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing Requirements** (position requirements at entry):

- Valid California Driver's License.
- Forklift Operator Certification will be required within three months of hire.

### **Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, feeling, talking, seeing, and repetitive motions.

Sedentary to medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to chemicals, oils, extreme temperatures and inadequate lighting.

### **Classification History:**

Date: 6/00; 1/02; 1/05