

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Warehouse Specialist

DEPARTMENT: Operations	ACCOUNTABLE TO: Operations Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	20	
<p>CLASS SUMMARY: Incumbent is responsible for purchasing warehouse stock including materials and supplies for maintenance and janitorial services, safety supplies, materials for specific projects, equipment for construction and engineering projects, and capital equipment. Duties include: purchasing construction maintenance and repair materials and supplies, maintaining inventory levels, communicating with accounts payable on partial and full payments to vendors, acting as a liaison with vendors in determining prices and availability, maintaining inventory records, storing and palletizing stock levels, receiving and checking shipments, issuing stock for jobs, preparing correspondence and section budget, reviewing expenditures posted to the general ledger, performing year end inventory and performing other duties as assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is the second level of a two level warehouse classification. It is distinguished from the Warehouse Worker in that it has a higher level of responsibility and monitors the work of the Warehouse Worker.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Performs pre-purchase work such as checking pricing, availability and services offered by vendors. Prepares cost estimates for materials for construction and repair jobs.
2.	Orders supplies, fittings, equipment and specialty items. Enters purchase orders into computer system. Prepares packing slips and invoices for payment in accordance with accounting procedures.
3.	Solicits bids, prepares board agenda statements and orders capital equipment; oversees the ethical obligations of warehouse and purchasing operations including possible conflicts of interest, supplier relations and maintenance of confidential information.
4.	Performs warehouse functions to include storing, palletizing, issuing materials and checking stock levels. Maintains an inventory of frequently used items and ensures that minimum and maximum inventory levels are maintained. Conducts a year-end inventory. Maintains inventory records by tracking receipt and issuance of stock to jobs and maintenance.
5.	Oversees the work of assistants in performing warehouse functions.
6.	Prepares and monitors section budget, and assists with the budget preparation for the Department.
7.	Performs administrative functions by preparing time sheets, material data, correspondence and approved vendor lists.
8.	Attends management, mid-management and department meetings as required. Assumes operational role in emergency response situations.
9.	Performs other duties of a similar nature or level.

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Knowledge (position requirements at entry):

- Purchasing procedures;
- Materials management principles;
- Materials, supplies and equipment kept in warehouse;
- Generally accepted accounting procedures.

Skills (position requirements at entry):

- Inventorying and purchasing materials, supplies and equipment;
- Finding and working with a variety of vendors;
- Coordinating deliveries;
- Maintaining purchasing records and forms;
- Operating equipment such as pallet jacks and forklifts;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one semester of college coursework in accounting and/or purchasing. Two years experience in purchasing, general warehousing, stocking materials and supplies for equipment maintenance, safety supplies, and janitorial services. One year of accounting experience; 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 Certification;
- Water Distribution Grade D-1 certification from the State of California, Dept. of Public Health after one year of employment is desirable;
- Collection System Maintenance Grade I certificate from the California Water Environment Association after one year of employment is desirable.

Physical Requirements:

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

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

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Classification History:

Date: 4/98; 1/02; 1/05; 8/08