CLASS TITLE: WAREHOUSE OPERATOR

BASIC FUNCTION:

Under the general direction of an assigned supervisor, plan, organize, coordinate, and perform a variety of warehouse functions in support of campus operations.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and perform warehouse operations, including the receipt, inspection, processing, storing, and issuing of materials and layout of warehouse storage areas and shelf arrangements, to ensure it is maintained in a clean, orderly, and safe manner.

Analyze space usage for maximum utilization; coordinate with the purchasing department as needed to determine storage space requirements and optimum stock quantities; plan, coordinate, and perform stock rotation; maintain adequate stock levels and order stock according to established guidelines.

Coordinate and perform warehouse and physical plant inventories; use a computer and electronic interface device to develop and maintain an inventory tracking system and input and maintain data such as the description, location, condition, and total value of warehouse and physical plant inventory using methods prescribed by accounting personnel.

Plan, prioritize, schedule, and perform the routine and special delivery and pick-up of mail, materials, supplies, and equipment, both on-site and off-site; adjust mail routes and schedules as needed; load and unload trucks.

Receive, unload, and inspect shipments for damage and compliance with purchase order specifications, packing slips, and safety standards; report and investigate problems and discrepancies and contact appropriate parties to resolve shortages, damaged goods, and other problems; prepare and weigh damaged, excess, and incorrect items and return to vendors.

Arrange and store items in the appropriate section of the warehouse or assigned facility; mark and label materials and equipment for identification purposes.

Wrap, pack, load and prepare items for shipment and delivery; receive, fill, and process purchase orders; pull, pack, sort, and ship items to various locations; prepare related forms, labels, and bills.

Oversee and coordinate the scheduled maintenance of college vehicles; receive and log vehicle reservations; schedule maintenance and repair work to ensure vehicles are in safe operating condition; fuel vehicles and order fuel when needed; maintain related records.

Prepare, submit, and maintain a variety of records, logs, and reports related to warehouse operations including purchase orders, shipping/receiving records, inventory and equipment records, and emergency orders; input receiving and purchase order data into computer system and maintain related computerized records.
WAREHOUSE OPERATOR (continued)

Act as liaison to the district administrative center, vendors, and others to exchange information and resolve issues pertaining to warehouse operations. E

Operate a variety of warehouse equipment and vehicles including trucks, forklifts, pallet jacks, hand trucks, electric carts, hand carts, dollies, and various hand and power tools. E

Move, transfer, and deliver furniture and equipment and assist in set-ups for a variety of activities held at the college including seminars, meetings, and other events. E

Provide training and work direction to assigned staff and student workers. E

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern methods, practices, procedures, and terminology used in warehouse operations
Best practices of inventory management
Use of purchase orders, invoices, packing slips, and other warehouse documents
District organization, operations, and policies
Computer applications including word processing, spreadsheet, email, database, and inventory tracking systems
Principles of records management
Loading and unloading techniques
Operation of standard warehouse equipment
Methods of storing goods
Lifting techniques
Health and safety regulations, including applicable OSHA rules and regulations
Basic mathematical principles

ABILITY TO:

Coordinate the operations of a campus warehouse
Determine and maintain appropriate stock levels
Perform a variety of warehouse functions including the receipt, inspection, processing, and issuing of goods
Shelve, store, and prepare warehouse items for delivery
Review, verify, and process invoices and other receiving documents
Read, interpret, and follow rules, regulations, policies, and procedures
Operate a variety of machines and equipment
Establish and maintain a variety of files and records pertaining to warehouse operations
Perform arithmetic calculations quickly and accurately
Observe health and safety regulations
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Operate campus vehicles and observe legal and defensive driving practices
WAREHOUSE OPERATOR (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school or evidence of equivalent educational proficiency and three years of experience shipping, receiving, and stocking items and conducting inventory and record keeping in a warehouse, including one year of experience coordinating warehouse operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment
Driving to transport supplies

PHYSICAL ABILITIES:

Seeing to review and inspect shipments
Dexterity of hands and fingers to operate warehouse equipment, computer terminals, and office equipment
Lifting, carrying, pushing, and pulling objects
Lifting materials and equipment weighing up to 75 pounds
Bending at the waist
Reaching overhead, above the shoulders, and horizontally to retrieve and shelve supplies
Walking or standing for extended periods of time
Hearing and speaking to exchange information

HAZARDS:

Working with objects stored overhead