

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROJECTS WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Director of Purchasing/Warehouse sign for, receive, prepare, distribute and coordinate furniture and equipment movement and delivery for modernization projects and new site openings. Perform Warehousing of materials and equipment for new school facilities; operate a District vehicle to conduct work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Project Warehouse Worker classification perform a variety of warehouse, delivery, and project coordination related to new school construction, modernization and growth.

ESSENTIAL FUNCTIONS:

Sign for, receive, prepare and distribute furniture and equipment to new school sites and modernization projects; prepare and maintain routine computerized and manual records and reports.

Maintain proper storage of equipment; in a neat, orderly and efficient manner, pending delivery to sites.

Inspect and asset tag incoming equipment and furniture for conformity to purchase order and specifications; report shortages, damage and other discrepancies according to established procedures.

Coordinate activities related to various moves, including modernization projects and relocation of portables with the Facilities Department.

Interpret specifications for compliance with purchase order terms and other related requirements.

Maintain computerized inventory records showing assets received and delivered; record disposition when items are surplus due to modernization or other related construction projects.

Coordinate and make deliveries to school sites, insuring that equipment received has the proper asset tag and is placed in proper locations.

Coordinate activities with movers and sites to ensure timelines are met.

Operate a district vehicle and a variety of warehouse equipment including forklifts, pallet jacks and dollies. Load and unload trucks.

Coordinate with site and Purchasing Department to insure pick up and delivery of items that are to be returned to vendor; assure equipment is properly returned and new equipment is delivered to school site.

Operate a computer and assigned software; operate standard office equipment

Assist Buyers and Purchasing Assistant as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Code requirements pertaining to fixed asset management.

Basic methods, practices and terminology used in warehouse operations.

Use of terminology of requisitions; purchase orders, invoices and other warehouse documents.

Proper truck loading and unloading techniques.

Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Inventory control and warehouse methods.

Types of materials, supplies, furniture and equipment used in a school district.

Proper lifting techniques.

Health and Safety regulations as they relate to position.

Traffic laws, defensive driving techniques and rules of the road.

Basic math.

Operation of a computer and assigned software.

ABILITY TO:

Operate within a central warehouse and purchasing department environment.

Perform physical and clerical duties involved in packing, storing and shipping supplies, furniture and equipment.

Shipping and receiving procedures.

Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.

Set up and maintain stock records and fixed asset records.

Conduct periodic inventories.

Assist in training and providing work direction to other warehouse staff on special projects.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Prioritize project needs.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Drive an assigned vehicle to pick up and deliver supplies, equipment, materials and surplus property.
Establish and maintain cooperative and effective working relationships with others
See to read a variety of documents.
Operate a variety of warehouse machines and equipment.
Participate in warehouse operations.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Speak, read, and write English at a level required for satisfactory performance.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer and various warehouse equipment.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch.
Heavy physical labor.
Use of proper lifting methods.
Climb ladders to reach supplies and equipment.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and two years experience in stock work involving the receiving, storing and issuing of supplies.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License.
Possession of or the ability to obtain a valid California Class B Driver's License within six (6) months of employment.
Valid forklift certification
Floor lift 72 pounds and arm lift 66 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and office environment.
Driving a vehicle to conduct work.
Fumes from vehicle and equipment operation.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working around and with machinery having moving parts.
Working at heights.
Continual and repeated lifting and moving of heavy objects.