

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of Director of Maintenance & Operations, perform a variety of duties related to the shipping, receiving, inventorying, storing and issuing of District supplies, equipment, and mail; maintain related records; drive a District vehicle to various locations to deliver and pick up goods.

REPRESENTATIVE DUTIES:

- Perform a variety of duties related to the shipping, receiving, inventorying, storing and issuing of District supplies, equipment, and mail; assure supplies, materials, equipment, and mail are delivered and picked up in a timely manner. *E*
- Load and unload supplies, materials, and equipment into and from delivery vehicles; assist in inspecting shipments for damage and conformity to purchase order specifications and packing slips; report shortages, damages and other discrepancies to supervisor; drive a District vehicle to various locations to deliver and pick up goods. *E*
- Assist in processing requisitions and purchase orders by counting, measuring, labeling and packaging items for delivery to various locations; assist in tracking the movement of supplies and fixed assets in accordance with established guidelines. *E*
- Shelf and store items received in the appropriate section of the warehouse. *E*
- Operate a variety of warehouse equipment including forklifts, electric and hydraulic pallet lifts, electric aisle stackers, and a computer and assigned software. *E*
- Maintain the warehouse and assigned work areas in a clean and orderly condition. *E*
- Communicate with vendors and District personnel regarding the pickup and delivery of orders of supplies, and fixed assets; resolve general shipping errors as needed.
- Perform routine maintenance duties related to District vehicles and equipment as assigned.
- Deliver, move and set up furniture and equipment to various locations as assigned.
- Assist in annual physical inventory and periodic inventory activities as directed.
- Assist Maintenance Worker III in completion of assigned tasks.
- Perform related duties as assigned.
- Maintain pest management records and postings.

- Coordinate pest management activities with approved vendors.
- Minor equipment repair and servicing to, vacuums, carpet cleaners, power sweepers & power washers.
- Maintain MSDS site manuals for chemical conformity.

NOTE: At the end of some of the duty statements, there is an "*E*" which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, practices and terminology used in warehouse operations.
- Operation of a variety of equipment used in warehouse operations including a computer and assigned software.
- Basic inventory principles.
- Traffic laws, defensive driving techniques and rules of the road.
- Proper lifting techniques.
- Safe operation and basic maintenance requirements of delivery vehicles.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.
- Health and safety regulations.
- Integrated pest management (IPM) for school facilities.
- Healthy School Act of 2000.

ABILITY TO:

- Receive, inventory, store, ship and deliver materials, supplies, and equipment to various locations.
- Operate electric or gas forklift truck, hydraulic pallet lift, electric aisle stackers and up to 5-ton panel truck with rear lift gate in a safe manner.
- Operate a variety of equipment used in warehouse operations including a computer and assigned software.
- Utilize space efficiently and effectively.
- Meet schedules and time lines.
- Assist in maintaining inventory of supplies and fixed assets.
- Maintain records related to work performed.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Observe health and safety regulations.
- Add, subtract, multiply and divide accurately.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and one year of warehouse or delivery work experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Forklift Certification within six months of employment.
- Current certificate for the completion of Integrated Pest Management (IPM).

WORKING CONDITIONS:**ENVIRONMENT:**

- Warehouse environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Walking.
- Bending at the waist, kneeling and crouching.
- Dexterity of hands and fingers to operate warehouse equipment.
- Climbing ladders and working at heights.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

HAZARDS:

- Working around and with machinery having moving parts.
- Working at heights.
- Driving a vehicle during adverse weather conditions.
- Potential for exposure to chemicals and other hazardous materials.

SALARY:

Placement on the Classified Salary Schedule at Range 21.