



## Warehouse Technician

Classified Range: 34

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of duties in support of the warehouse at assigned site; receives, stores, and distributes, supplies and equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Plans and organizes the operations of the assigned warehouse; assigns and prioritizes work assignments for students; observes and instructs other personnel who are assigned to the Warehouse in proper safety procedures.
2. Receives supplies, equipment, and materials; verifies incoming shipments for accuracy; inspects shipments for damage; reports damages and/or discrepancies to appropriate department; delivers to proper area of receiving.
3. Arranges for the return of defective materials and equipment; refuses receipt of incorrect items; investigates and uses best freight carriers for outgoing shipments; packs, labels, and weighs outgoing freight.
4. Notifies appropriate parties of shipment arrival; identifies, prioritizes, and arranges for and/or makes deliveries to appropriate offices; may assist in loading and unloading freight.
5. Receives and processes requests for items/orders to be picked up and sent/shipped off site or for quantities of bulk items; receives and warehouses large bulk deliveries including computer replacements and college class schedules.
6. Receives, collects, warehouses, and inspects District surplus property; reports disposition of surplus property.
7. May receive Safety Data Sheets (SDS) for chemicals received and relays to appropriate receiving departments as necessary; Appropriately identifies and disposes of hazardous materials and recyclable items utilized in assigned area.
8. Operates equipment such as forklifts, electric carts, pallet jacks, and District vehicles in the receiving, storing, and delivering of materials; performs basic preventative maintenance on warehouse equipment; tests equipment sent out for repair and reissues upon return.
9. Maintains cleanliness, security, and safety of assigned area; plans for methods of storage for special items including chemical and biological supplies; plans stock rotation and space utilization.
10. Plans and arranges for handling equipment and personnel in receiving and/or delivery of large and heavy items.



## Warehouse Technician

Classified Range: 34

Board Approved: 11/18/21 P. 2|4

11. Maintains adequate stock levels of supplies and warehouse inventory records.
12. Prepares a variety of reports related to warehouse operations; maintains a variety of files and records including purchase order files, shipping/receiving records, freight claims, parcel deliveries, and inventory records.
13. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*



## Warehouse Technician

Classified Range: 34

Board Approved: 11/18/21 P. 3|4

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of the high school.



## Warehouse Technician

Classified Range: 34

Board Approved: 11/18/21 P. 4|4

### **Experience:**

Two (2) years of experience in warehousing, inventory procedures, and issuance of a wide variety of materials, office supplies and equipment.

### **License or Certificate:**

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, noxious odors, and gases; potentially hazardous chemicals; liquid and epoxy chemicals, solvents, and oils; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; to frequently push, pull, lift, and/or carry heavier amounts of weight with proper equipment and/or assistance; operate assigned equipment and vehicles; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.