

Title: Warehouse Operations Technician I
PG: 31
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 6069
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Work performed in this warehousing function involves practical and safe storage methods and procedures, maintenance of inventory records, receipts, shipments, issuance of spare parts, supplies and material pre-staging. An employee in this classification will be responsible for carrying out assigned tasks with minimal supervision. Work is reviewed by a supervisor through observation and reports.

ESSENTIAL FUNCTIONS:

The following examples do not necessarily identify duties performed by any single incumbent. The information is intended to be descriptive of the responsibilities of the classification

1. Assists in the operation of the warehouse(s) and participates in the receipt, storage, and issuance of materials, supplies, and equipment.
2. Maintains assigned areas of responsibility, such as storage areas or physically describable sections within the warehouse itself and ensures the proper inventory control, general orderliness, and cleanliness of each of the areas. May be assigned responsibility for the security of specific stock items or inventory.
3. Maintains perpetual inventory control of an automated inventory system by means of computer data input in a highly accurate and timely manner. Prepares assigned stores records, reports, and catalogs on a regular and continuous basis.
4. Assist in the physical counting of inventory as scheduled.
5. Maintains efficient reclamation program for the return to inventory of usable items. Will assist in maintaining control over scrap, obsolete and surplus material items as required.

ADDITIONAL RESPONSIBILITIES:

1. Assists in maintaining capital property record inventory.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of parts, materials, supplies and general commodities associated with a municipality that may includes electric and water utilities related parts and equipment.
2. Knowledge of storekeeping and shipping methods and practices.
3. Knowledge of storeroom operating methods and procedures.
4. Ability to make mathematical calculations with speed and accuracy.
5. Ability to work in a high volume, multi-skilled type atmosphere.
6. Ability to work on an automated inventory control system and to input data in a highly accurate and timely manner.
7. Ability to maintain records of complexity, to prepare reports, file and perform other clerical work.
8. Ability to establish and maintain effective working relationships with supervisor, co-workers, City employees and the general public.
9. Ability and willingness to complete job tasks in a safe and efficient manner.
10. Ability to learn forklift operations.

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WORKING ENVIRONMENT/CONDITIONS:

Requires heavy manual work that involves walking or standing much of the time, exerting up to 100 pounds of force on a recurring basis and lifting up to 70 pounds and repetitive keyboarding. Requires climbing stairs and ladders, stooping, stretching, reaching and bending. May be exposed to hot/cold temperatures, adverse weather conditions, noxious odors, heights, bright/dim lights, and wet, humid conditions.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. One (1) year of experience in warehousing or in a similar working environment.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid home telephone.
3. Must be willing and able to possess and maintain forklift operator certification within 30 days of employment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.