

Title: Warehouse Operations Technician II

Class Code: 6358

PG: 33

Date: 09/08

Status: Civil Service

Position Reports to: Warehouse Supervisor or Superintendent of Stores

Department: Lakeland Electric or Central Services

GENERAL DESCRIPTION OF CLASS:

A responsible materials management, operating level position. Work performed by this individual may involve the performance of practical and safe storage methods and procedures, maintenance of computer related inventory records, issuance of replacement spare parts, supplies and materials, processing of purchase requisitions, receipts, shipments and materials pre-staging, dealing with vendors and buying parts and materials. This individual will have "lead" responsibilities in areas of the warehouse and may exercise supervision over a small number of subordinate employees involved in similar activities. An employee in this position is expected to operate within prescribed procedure with a minimum of supervision following general instructions issued by an administrative superior. Work performance is reviewed through observation and reports. Among other criteria, performance is based on the volume of work performed without mistakes.

ESSENTIAL FUNCTIONS:

1. Assists in the operation and supervision of the warehouse(s) and participates in receipt, storage, and issuance activities involving supplies, materials, equipment and spare parts.
2. Maintains assigned areas of responsibility, such as self-service stores, lubricant storage or gas cylinder areas, steel yard, or physically describable sections within the warehouse itself and ensures the proper physical stocking of items placed in each, the availability of adequate quantities and the general orderliness and cleanliness of each area.
3. Maintains perpetual inventory controls both manually and using a computer terminal.
4. Purchase parts and materials and deals with vendors for a large division.
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.
6. Updates plant and property records as required.
7. Responsible for maintaining inventory control using cycle counts.

ADDITIONAL RESPONSIBILITIES:

1. May perform supervision over a small number of employees in similar functional areas.
2. Assists in maintaining capital property record inventory.
3. Must be available 24 hours a day for emergency call-out and standby on an assigned basis; extended hours and shift work during planned outages or storm related trouble.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of majority of the job functions in a warehouse environment.
2. Knowledge of storekeeping and shipping methods and practices.
3. Knowledge of parts, materials, supplies, and general commodities.
4. Knowledge of storekeeping and shipping methods and practices.
5. Knowledge of storeroom operating methods and procedures.
6. Knowledge of purchasing and requisitioning procedures.
7. Knowledge of computer inventory software.
8. Ability to use and maintain a computer based inventory.
9. Ability to perform "lead" responsibilities in major areas of a warehouse.
10. Ability to make mathematical calculations with speed and accuracy.
11. Ability to work on an automated inventory control system, to input data in a highly accurate and timely manner.

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12. Ability to maintain records of complexity, to prepare reports and performs other clerical work.
13. Ability to perform other work requiring good physical condition, strength and agility.
14. Ability to establish and maintain effective working relationships with supervisor, co-workers, and City employees and the general public.

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. Three (3) years of experience in warehousing 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. 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.