VALLECITOS WATER DISTRICT

WAREHOUSE ASSISTANT I/II

DEFINITION

Under general supervision, performs a variety of entry-level routine warehouse duties including inventory maintenance, shipping, receiving, and storing of equipment, materials, and parts; provides purchasing assistance; performs related duties as assigned.

CLASS CHARACTERISTICS

Warehouse Assistant I is an entry level position that initially works under close supervision and learns to perform a variety of warehouse duties; provides backup for the Building and Grounds Worker.

Warehouse Assistant II is the journey-level position in this job class. An employee in this position is expected to perform the full range of job duties proficiently with limited supervision; processes invoices in the absence of the Purchasing/Warehouse Supervisor. This position is distinguished from the Purchasing/Warehouse Supervisor, which supervises all functions of the Purchasing department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Orders, receives, and stores shipments of equipment, parts, materials, and supplies; verifies items received against invoices, shipping documents, packing slips, or purchase orders; inspects items for quality and quantity; assigns stock numbers and bar codes to incoming items; maintains inventory in computer system; and communicates availability of items as requested;
- Maintains inventory of frequently used items and ensures that minimum and maximum inventory levels are maintained;
- Purchases inventory items such as janitorial supplies, safety supplies, electrical and mechanical parts, and other miscellaneous items; enters purchase requisitions into computer system;
- Issues equipment, parts, materials, and supplies, including after-hours emergency parts, as requested and maintain appropriate records;
- Prepares freight bills and packing slips and prepares all return items for shipping and schedules pickup;
- Monitors status of purchase orders, pick lists, and work orders and reports problems to Purchasing/Warehouse Supervisor; tracks and monitors warranty items on computer;
- Uses computerized reports to research missing inventory items; matches missing inventory items to jobs and projects;
- Picks up equipment, parts, materials, and supplies from local vendors as needed;
- Prepares, coordinates, and conducts quarterly and year-end physical inventory; performs regularly scheduled cycle counts on warehouse and all District vehicles with inventory;
- Coordinates all meter warranty items from time of pick-up to return;
- Communicates with accounts payable on partial and full payments to vendors;
- Coordinates automated fuel system with internal record keeping system; troubleshoots fueling errors, and communicates with Information Technology and Operations and Maintenance personnel for accurate mileage reports for all vehicle maintenance;
- Schedules and performs daily, weekly, and annual required inspections and maintenance for fuel tanks in District yard; submits reports to State and County organizations; trains employees on fueling vehicles;
- Performs inspections on building systems, including HVAC, security, and solar panels; schedules vendors for needed repairs and maintenance; may provide assistance to outside vendors in the absence of the Purchasing/Warehouse Supervisor;
- Maintains the warehouse and yard to include general clean-up, organization, prevention of safety hazards, and security; properly stores and disposes of hazardous materials; may occasionally clean hazardous spills;
- Operates a forklift and automotive vehicles for the pickup, delivery, and unloading of supplies and materials;
- Performs routine clerical work such as answering phones and preparing correspondence, vendor lists, records, reports, purchase orders, and pick lists;
- Provides routine custodial work in absence of Building and Grounds Worker and may perform routine building maintenance and repair as needed;
- Sets up tables and chairs in training room and employee lunchroom as needed for various functions;
- Responds to issues with security gates as needed; may have to report to work after hours for emergency issues related to buildings or grounds;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Warehousing and inventory principles and practices;
- Vendor sources for purchasing items;
- Parts books, catalogues, and related materials for ordering special items;
- Principles and practices of receiving, storing, and issuing parts and supplies;
- Basic math;
- Tools, parts, and supplies commonly used by a water/wastewater utility;
- Inventory and record keeping methods;
- Proper warehouse safety and security procedures.

Ability to:
- Receive, count, inspect, store, and issue warehouse items;
▪ Evaluate the quality and price of available parts and supplies;
▪ Establish and maintain adequate inventory controls and stock replacement procedures;
▪ Understand and follow written and oral instructions; communicate clearly and concisely, both orally and in writing;
▪ Complete assignments independently without immediate supervision;
▪ Establish and maintain effective working relationships with those encountered in the course of the work;
▪ Maintain records;
▪ Perform manual work in lifting/moving stock and maintaining a clean, orderly work area;
▪ Operate a variety of warehouse related equipment, including forklift, to transport items to various locations;
▪ Operate standard office equipment and computer; perform general clerical work;
▪ Operate equipment used in custodial work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and;

▪ Experience with computers, word processing, and spreadsheet software;
▪ Warehouse Assistant I: one year experience in maintaining or tracking inventory. Direct experience with warehouse or purchasing operations desirable.
▪ Warehouse Assistant II: two years' experience in warehouse or purchasing operations at a level equivalent to the District’s Warehouse Assistant I.

Licenses, Certificates, and Special Requirements

▪ Possession of a Class C California driver's license and a satisfactory driving record;

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is regularly required to use hands to finger, grasp, handle, feel, and use repetitive motions in order to operate objects, tools, equipment, or controls. Employees are frequently required to stand, walk, talk, hear, reach, bend, twist, climb or balance, stoop, kneel. Employees occasionally need to crouch or crawl. Incumbents are frequently required to exercise full range of motion of the arms, hands, wrists, and fingers. Incumbents are frequently required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds without assistance. Specific vision abilities required by this position include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in warehouse environment; works in areas with major amounts of dust present; exposed to hazardous materials, such as cleaning supplies and fuel. The employee occasionally: works outdoors, exposed to sun and weather conditions; works in
confined or cramped positions; exposed to unusually loud sounds; works on slippery surfaces; works with equipment causing minor strain or vibration. Some work done on ladders or surfaces 4 – 12 feet above ground. Infrequent exposure to common allergy-causing agents.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                                                                Date

______________________________________________________________________
Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.