

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LEAD WAREHOUSE WORKER

*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.*

SUMMARY DESCRIPTION

Under direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for performing a variety of warehouse activities including receiving, storing, inspecting, issuing, tagging, counting, and delivery of District supplies, equipment, and materials; order, stock, and inventory stores items; operate and maintain a variety of warehouse equipment; and perform a variety of technical tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for performing a variety of general warehouse operations including receiving, delivery, surplus management, and storekeeping functions; perform the most complex work of the unit including planning space allocation and layout of the warehouse; maintain location coding system for racks, bins, shelves, and storage bays.
2. Train assigned employees in their areas of work including proper warehouse methods, procedures, and techniques.
3. Supervise the use, care, operation, and maintenance of warehouse equipment including forklifts, hand trucks, and other District vehicles.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Receive and sign for supplies, equipment, and materials delivered on purchase orders; inspect shipments for conformity to specifications; report shortages, damaged merchandise, or other discrepancies; enter receiving information into computer databases; mark items with appropriate identification number.
6. Fill stores requisitions; prepare merchandise and mark for delivery.
7. Load and unload shipments using a forklift; make off-campus pick-ups and deliveries as necessary.
8. Operate and maintain a variety of warehouse equipment including forklifts, hand trucks, and other District vehicles.
9. Maintain warehouse and equipment in a clean and orderly manner.
10. Assemble items of non-technical nature; arrange assembly and installation of technical items or items requiring mechanical construction with the appropriate District personnel.
11. Coordinate mail pick-up and deliveries with campuses' mailroom personnel and Post Office; prepare items for parcel and common carrier pickup; maintain out-bound freight records and forward freight bills and claims to Accounting.

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12. Assists in surplus sales and stores surplus items.
13. Maintain adequate stock levels and records on all materials and supplies; stock shelves; assign numbers to store items; rotate stock; oversee inventory of stores items; re-order depleted inventory.
14. Tag fixed assets; assist with physical inventories on fixed assets.
15. Maintain a variety of files and records including purchase order files, shipping/receiving records, and inventory records; perform data entry for returned and exchanged items; send returned items back to supplier.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

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.

Knowledge of:

1. Operations, services, and activities of a warehouse receiving and delivery program.
2. Principles of lead supervision and training.
3. Procedures used in storing, issuing, and taking inventory of supplies, materials, and equipment.
4. Methods and techniques of general warehousing including receiving packaging, and inventory materials.
5. Basic ordering procedures in an on-line environment.
6. Office procedures, methods, and equipment including computers and applicable software applications.
7. Principles and procedures of record keeping and filing.
8. Basic mathematical principles.
9. Operational characteristics of warehouse equipment and tools.
10. Occupational hazards and standard safety practices.
11. Oral and written communication skills.

Ability to:

1. Lead, organize, and review the work of staff.
2. Independently perform the most difficult warehouse receiving and delivery procedures.
3. Interpret, explain, and enforce department policies and procedures.
4. Operate a warehouse effectively, efficiently and safely.
5. Receive, inspect, issue and/or pick-up materials and equipment.
6. Operate a variety of warehouse equipment including forklifts, hand trucks, and other District vehicles in a safe and effective manner.
7. Manage multiple competing priorities and complete tasks within required deadlines.
8. Perform receiving and stores functions in an on-line environment.
9. Maintain accurate and current records of inventory, materials and supplies.
10. Operate office equipment including computers and applicable software applications.
11. Maintain adequate stock levels.
12. Respond to requests and inquiries from other personnel.
13. Exercise sound judgment in knowing when to refer to questions to higher authority for decisions.
14. Work independently in the absence of supervision.

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15. Understand and follow oral and written directions.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of increasingly responsible stock or warehouse experience that includes the maintenance of records preferably in a public agency.

License or Certificate:

Possession of an appropriate, valid driver's license.

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; work 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; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

9/15/98;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial – Fiscal