

Operations Distribution Worker II

Purpose Statement

Under limited supervision, the Operations Distribution Worker II performs a variety of duties related to the receipt, storage, inventory control, distribution, and delivery of mail, warehoused materials, supplies, and equipment; provides training, scheduling, and support for the Operations Distribution Workers; and provides backup for the Operations Distribution Workers and Delivery Workers as needed.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions:

- Coordinates distribution schedules to ensure that items are delivered to sites in a timely manner and in accordance with established program requirements.
- Receives, shelves, stores, accounts for, and delivers general warehouse materials, supplies and equipment.
- Selects appropriate transportation carrier for delivery.
- Packages, prepares, and processes shipments using selected carrier's requirements and specialized software.
- Participates in the inventorying of warehouse supplies and materials.
- Checks stock levels of warehouse items, record totals, and replenish as needed by obtaining pricing information from vendors and preparing and processing purchase requisitions.
- Records and stores all capital outlay retirement items.
- Operate a computer to post input information to purchase orders, and accounts.
- Processes electronic purchase requisitions for a designated site using a computer-based system.
- Maintains accounting and inventory records, lists and other information as assigned.

- Processes incoming and outgoing mail, shipments, and parcels for the offices of the San Diego County Office of Education (SDCOE), school districts, and offsite locations and direct to proper recipients.
- Maintains records, schedules, and files to document postage used by SDCOE and district offices
- Answers inquiries about postal regulations and costs and provide information regarding mail services procedures.
- Makes special deliveries and pick-ups as required.
- Relieves regular delivery workers occasionally or in an emergency as required.
- Delivers, set ups and prepares audiovisual equipment for operation.
- Retrieves and stores equipment after use as required.
- Maintains warehouse in a safe and clean environment, according to SDCOE safety standards.

Other Functions:

- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational techniques and procedures for receiving, shipping, inventory system and delivery of stock items;

Basic mail and postage terminology, regulations, and procedures;

Tracking orders using an online computer system;

The methods and practices of storing, handling and shipping supplies and equipment;

Warehouse safety and security practices and procedures.

ABILITY TO:

Follow oral and written instructions;

Quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, mailing machinery and other related equipment;

Quickly learn the setup, operation and maintenance of audiovisual equipment;

Operate a computer and learn to use specialized software, such as Ascent, for the Pitney Bowles Processor;

Maintain mailing permits for bulk and business reply mail;

Maintain mail accounts, destination log and file, and other records and files;

Work safely according to established practices and procedures;

Establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public;

Perform simple arithmetic computations;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS & PHYSICAL ABILITIES:

May work in a variety of settings, including a warehouse environment, outdoor dock and delivery area, and school site settings. This position requires travel by car or SDCOE fleet vehicle to school district and locations around San Diego County.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, on the telephone and via two-way radio; kneel, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment. Positions in this classification will be required to lift objects without assistance weighing up to 50 pounds and push objects weighing up to 50 pounds - incumbents must be willing and able to do both.

EDUCATION AND EXPERIENCE:

Education and Experience:

Experience: Three (3) years of experience maintaining computerized inventory records and managing assets in a warehouse or stock room.

Education: High school diploma or equivalent document.

Equivalency: A combination of training and experience equivalent to a high school diploma or equivalent document and three (3) years of experience maintaining computerized inventory records and managing assets in a warehouse or stock room.

Required Testing:

N/A

Continuing Educ./Training:

N/A

Certificates, Licenses, Credentials:

Valid California Driver’s Class C License

Clearances:

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-exempt

Salary Grade: Classified Support Salary Schedule, Grade 048

Personnel Commission Approved: Oct. 19, 2022

Revised: n/a