



JOB DESCRIPTION
Warehouse Technician



Reports to:	Executive Director, Fiscal Services	Employment Group / Salary Range:	Classified Range L
Dept:	Fiscal Services	FLSA:	Non-exempt
Annual Work Days	261	Formal Review Date: Board Approval Date:	9/15/23 10/2/23

PRIMARY FUNCTIONS

Under general supervision, performs a variety of receiving, inspection, warehouse and distribution activities and coordination; enters related data into the District’s inventory management system; completes and maintains appropriate forms, records, reports and other documentation to ensure accurate accounting of District property; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Ensures that incoming and outgoing shipments meet the District’s requirements and quality and safety standards; receives and inspects equipment, supplies and materials received and reconciles shipments to purchase order specifications, packing slips, invoices or other documents; identifies, reports and processes problem orders according to established procedures, such as reporting damage, overages and shortages to appropriate sources and following through to ensure problems are appropriately addressed.
- Checks in, receives and labels items, and assigns storage locations for received goods to be placed in stock; stocks and arranges shelves and rotates stock as needed; participates in periodic inventories; locates, pulls and issues requested supplies, equipment and other materials to fill requisitions and orders.
- Maintains warehouse in a safe, clean, orderly condition and follows safety/sanitation policies and procedures; inspects equipment to ensure maintenance and safety.
- Organizes, labels, processes and stages parcels and bulk loads for delivery or surplus disposition; ensures timely delivery of received shipments to the appropriate departments and off-campus locations; ships parcels for return to vendors; schedules pickups and deliveries.
- Operates a forklift, pallet jack, floor jack, dollies, carts, hand trucks and a motor vehicle to load, unload and move items in the warehouse and to District facilities/locations.
- Identifies and tags fixed assets/property; inputs appropriate data into fixed-asset inventory.
- In compliance with federal, state and local laws and regulations and District policies, receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the District.

- Assists with the District's disposition of excess property; surveys and inspects, coordinates and schedules movement of excess property; prepares surplus property for sale/auction, waste disposal or electronic recycling.
- Enters and retrieves a variety of data in the District's inventory management system to account for public property; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations.
- May drive a District vehicle to pick up and/or deliver supplies and materials.
- Light furniture assembly.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

High school diploma or GED and two years of full-time experience performing a wide variety of increasingly responsible tasks in a warehouse or distribution center environment.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Forklift Certificate of completion from OSHA-approved training center.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Practices, procedures and techniques of packaging, shipping, receiving, quality assurance inspection, storing, delivery, inventory control, recordkeeping, and physical inventory of material.
- Methods and procedures of material and supply identification and classification.
- Warehouse work practices and safety, security, health and sanitation procedures pertaining to the storage and distribution of materials, supplies and other items purchased and stored by the College.
- Practices, procedures and legal requirements for handling hazardous materials.
- Proper lifting techniques.
- Practices and procedures of effective customer service.
- District rules, regulations and requirements related to effective warehouse operations.

Skills and Abilities to:

- Operate warehouse equipment and delivery vehicles, including forklifts, carts, pallet jacks, hand trucks, dollies and scanning devices.
- Inspect incoming shipments and compare to purchase orders and packing lists.

- Complete and maintain records and forms related to warehouse and delivery operations.
- Take physical inventory accurately and efficiently.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business and specialized job-related software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 75 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in a warehouse and outdoor environment where the noise level is usually quiet to moderate. Some duties may involve exposure to dust, fumes and traffic.

The employee may be required to travel to various campus sites, to respond to emergency situations and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed