



## Job Description

Prepared/Revised Date: July 2024

Job Title: **Warehouse Technician**  
 Job Family: **Finance/Payroll/Purchasing**  
 Pay Program: **Classified**  
 Work Year: **12 Months**

Job Code: **5034**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G10**

**SUMMARY:** Supports all areas of the warehouse department and operations with responsibilities in receiving, inventorying, maintaining, issuing and manifesting materials, food products, supplies, equipment, parcels and other resources from central warehouse. Deliver warehouse materials, mail, supplies and other resources to customers throughout the district; pull orders in warehouse for delivery; pick up and transfer discarded and other items at a school's request; and transfer materials to or from storage or to designated areas. Ensure timely processing and accurate fulfillment of customers' orders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by position.*

| Job Tasks Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Frequency | % of Time |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| 1. Supports all aspects of warehouse services as a provider for product and material distributions; act as a subject matter expert and direct responder for management and warehouse corresponding task fulfillment. Coordinate logistic functions of product and material with department agents, Provides customer service support for visitors, departments, and/schools. Assists customers, with their needs and provides information needed or requested. Answers, screens, and directs incoming calls. Provides clerical support for department using district information technology systems and any other department specific software.                                                                                                                                                                                                                                                          | D         | 30%       |
| 2. Ensure timely processing and accurate fulfillment of customers' orders, including Express Issue requests, using district information technology systems. Administer route staging areas. Assist with bulk deliveries with warehouse and driver team members to ensure optimization of route loads. Conduct periodic inventory cycle counts and/or physical inventories in accordance with established standards and procedures. Store and retrieve archived records on-demand for the Records Department and monitoring and maintaining location in records storage database.                                                                                                                                                                                                                                                                                                                         | D         | 25%       |
| 3. Customize, update and schedule reports and database. Prioritize, route, and escalate Equipment Tracking System, ETS requests based on service levels. Prepares daily manifests and resolves any conflicts in scheduling and/or routing, maintains complete and accurate records of all warehouse and delivery activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | D         | 15%       |
| 4. Manages purchasing card accounts and transactions. Prepares and maintains related files, records and reports. Reconciles school and department deposit bags, and prepares them for armored truck pickup.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | D         | 5%        |
| 5. Assists in the loading, unloading of trucks including items from pallets, bins, racks and shelves, which [KN1] may include, but are not limited to, heavy items such as furniture, appliances, and equipment; deliver to designated locations; pick-up supplies, parts, tools, and equipment from local vendors and deliver to staff and departments. Pick up discarded items, equipment, or materials. Assist customers with products and deliveries.                                                                                                                                                                                                                                                                                                                                                                                                                                                | D         | 4%        |
| 6. Ensures effective handling, accounting, and control of inventory including tagging/marketing items received for identification purposes; enter material information and pricing data into district information technology systems, including the work order system. Process special handling accountable/controlled items in accordance with established procedures. Responsible for effective storage of reusable items and equipment in bulk warehouse; ensuring warehouse is stocked with essential materials; transfer media equipment and track transfers via the Equipment Tracking System (ETS). Creates and tracks requisitions/orders for charter schools. Resolves shipment discrepancies with buyers or by contacting vendors as necessary. Credits school/department accounts for products being returned to the warehouse. Assists in the shipping, receiving, and storage of materials. | D         | 9%        |

| <b>Job Tasks Descriptions</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Frequency</b> | <b>% of Time</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| 7. Support the management of the districts fixed assets including, but not limited to creating and affixing asset tags, recording assets received and disbursed as well as physical inventory check of assets. Using the district asset tracking system, ensure the inventory database is up to date and accurate.                                                                                                                                         | W                | 5%               |
| 8. Perform pre-trip inspection on assigned truck in accordance with the Colorado Code of Regulations and District guidelines, including checking oil, tires and maintaining all fluids at the proper levels. Complete daily post-trip inspections, including checking the condition of the truck. Maintain the cleanliness of the truck interior. Keep outside mirrors and driver's windows clean inside and out. Fuel vehicles per department guidelines. | D                | 4%               |
| 9. Participate in inventory process for the warehouse on an annual basis.                                                                                                                                                                                                                                                                                                                                                                                  | A                | 1%               |
| 10. Perform other job-related duties as assigned, including but not limited to cleaning the warehouse, processing recycling items, auction items, assembling science kits, setup and teardown for Totes of Hope, and cardboard disposal.                                                                                                                                                                                                                   | D                | 2%               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>TOTAL =</b>   | <b>100%</b>      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 2 years of experience with Microsoft Office software and warehouse management software. Warehouse Advantage and PeopleSoft is preferred.
- One (1) year experience in warehousing or truck driving preferred.
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Commercial driver's license (CDL) required within six months after entering position.
- Ability to pass Department of Transportation (DOT) prescribed physical.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic problem solving skills.
- Ability to obtain proficient knowledge of Department of Transportation (DOT) and Intrastate Commerce Commission (ICC) requirements related to transportation and commercial vehicles.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with a delivery truck (e.g., box trucks/delivery vans 20-26 feet with air brakes and lift gates).
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of forklift, electric and manual pallet jacks required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>      | <b>JOB CODE</b> |
|--------------------|----------------------------|-----------------|
| <b>Reports to:</b> | Warehouse Services Manager | 051116          |

|                        | <b>POSITION TITLE</b>                        | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|----------------------------------------------|-----------------------|-----------------|
| <b>Direct reports:</b> | This job has no supervisory responsibilities |                       |                 |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 functions.*

| PHYSICAL ACTIVITIES:                         | Amount of Time |           |            |          |
|----------------------------------------------|----------------|-----------|------------|----------|
|                                              | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                                        |                |           |            | X        |
| Walk                                         |                |           |            | X        |
| Sit                                          |                | X         |            |          |
| Use hands and fingers, to handle and/or feel |                |           |            | X        |
| Reach with hands and arms                    |                |           |            | X        |
| Climb or balance                             |                |           |            | X        |
| Stoop, kneel, crouch, or crawl               |                |           |            | X        |
| Talk                                         |                |           | X          |          |
| Hear                                         |                |           |            | X        |
| Taste                                        | X              |           |            |          |
| Smell                                        | X              |           |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                |           |            | X        |
| Up to 25 pounds           |                |           |            | X        |
| Up to 50 pounds           |                |           | X          |          |
| Up to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                | X         |            |          |
| Analyze              |                |           | X          |          |
| Communicate          |                | X         |            |          |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           | X          |          |
| Instruct             | X              |           |            |          |
| Compute              |                | X         |            |          |
| Synthesize           | X              |           |            |          |
| Evaluate             |                | X         |            |          |
| Interpersonal Skills |                |           | X          |          |
| Compile              |                | X         |            |          |
| Negotiate            |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     |                |           | X          |          |
| Work in high, precarious places       |                | X         |            |          |
| Fumes or airborne particles           |                | X         |            |          |
| Toxic or caustic chemicals            |                | X         |            |          |
| Outdoor weather conditions            |                |           |            | X        |
| Extreme cold (non-weather)            |                | X         |            |          |

|                            |   |   |   |  |
|----------------------------|---|---|---|--|
| Extreme heat (non-weather) | X |   |   |  |
| Risk of electrical shock   |   | X |   |  |
| Work with explosives       | X |   |   |  |
| Risk of radiation          | X |   |   |  |
| Vibration                  |   |   | X |  |

| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|-----------------------------------------------------------|-----------------|
| No special vision requirements.                           |                 |
| Close vision (clear vision at 20 inches or less)          | X               |
| Distance vision (clear vision at 20 feet or more)         | X               |
| Color vision (ability to identify and distinguish colors) | X               |
| Peripheral vision                                         | X               |
| Depth perception                                          | X               |
| Ability to adjust focus                                   | X               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |