



## Warehouse Worker I

### **DEFINITION**

Under immediate supervision, to perform a variety of tasks in the ordering, receipt, storage and distribution of materials and supplies; to perform general warehousing and clerical duties; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Warehouse Worker I is an entry level class working under close supervision. Incumbents perform manual and clerical support duties in support of warehouse activities including storing and issuing materials and supplies, and may be assigned the more skilled work for training purposes.

Positions in the Warehouse Worker class series are flexibly staffed; positions at the Warehouse Worker II level are normally filled by advancement from the Warehouse Worker I level; progression to the Warehouse Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Warehouse Worker II level.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Receives, inspects, counts and stores materials and supplies;
- delivers supplies and materials to various departments;
- operates a variety of equipment in connection with the receipt, storage and issuance of materials;
- reviews and codes stores requisitions and issues materials;
- maintains record of stock issued and notes reorder points;
- maintains stock control files;
- operates radio and telephone in relaying messages to crews;
- assists in taking warehouse inventory;
- cleans warehouse, yard and shop areas;
- maintains a variety of records relating to inventory, purchasing and general warehousing activities; and
- follows applicable safety rules and regulations.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Methods used in receiving, inspecting, storing, and delivering materials and supplies; and
- warehouse procedures, records, and equipment operation.

Ability to:

- Operate forklifts and other delivery equipment used in the warehouse for receiving and storing materials;
- maintain neat and accurate records and make arithmetic calculations;
- understand and carry out written and oral instructions;
- learn water works fittings and their application;
- use a computer terminal;
- work cooperatively with others;
- perform heavy work;
- lift and carry 50 pounds; and
- drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of the twelfth grade or its equivalent; and,  
any combination of work experience that would provide the incumbent with an introduction and familiarization with warehousing.

**INTERNAL PROMOTIONAL CRITERIA:**

For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**LICENSES AND/OR CERTIFICATIONS**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

Possession of, or ability to obtain, a valid Forklift Operator Certification within three months of appointment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks,

bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: May 1978  
Revised: October 2008, November 2021  
Approved by: Human Resources Manager