

## WAREHOUSEPERSON

### **MERCED IRRIGATION DISTRICT WAREHOUSEPERSON**

FLSA STATUS – Non-Exempt

Bargaining Unit – IBEW, Local 1245

Classification Level – Per IBEW Wage Schedule

#### **DEFINITION**

Under general supervision, to perform manual, clerical and administrative work in receiving, issuing, storing, delivering, and inventorying of materials, supplies, tools, and equipment; to perform warehousing work; and to do related administrative work as required. Reports to the Maintenance Superintendent.

#### **EXAMPLES OF DUTIES**

- As a principal responsibility, order, receive, unload, store, and issue a variety of materials, supplies, and tools.
- Compare and verify—quantity and quality of items received against purchase orders, invoices, packing slips, waybills, and specifications. Enter information into Financial system as required.
- Record the receipt of freight in the receiving record.
- Conduct periodic inventory of supplies, materials, tools and equipment on hand.
- Deliver packing slips and freight bills to the appropriate department.
- Prepare warehouse issue slips.
- Maintain a record file on issued stock.
- Load equipment and materials.
- Operate a forklift and use handtruck.
- Drive various District vehicles to various locations to deliver parts, materials, and supplies.
- Coordinate with the District Accounting Office the requisition and receiving of material and supplies, inventory and accountability of material, stock and tools.
- Coordinates with the District Accounting Office the submission and accountability of payroll time sheets, rerates of personnel, changes and corrections to personnel records and other payroll related actions to properly record labor distribution.
- Discusses and resolves problems with vendors involving orders, shipments, deliveries and returned items.
- Assists in supervising maintenance activities as required.
- Assists in the preparation of various documents, reports, schedules and correspondence.

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Warehousing methods and procedures.
- Kinds, grades and uses of a variety of maintenance and construction related supplies, tools, parts and materials.
- Microsoft Office Suite programs and other computer programs.

##### **Ability to**

- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Perform warehousing work involving the use of independent judgement.
- Prepare, file and maintain records, files documents, schedules, reports and correspondence using Microsoft Office Suite and other District programs.
- Follow verbal and written direction.

- Communicate clearly and concisely, orally and in writing.
- Proficiently operate a computer, and ten-key calculator .
- Operate forklift or use handtruck to move, convey or hoist shipments from shipping and receiving platform to storage or work area.
- Ability to maintain cooperative attitude towards fellow workers, vendors and others.
- Move and deliver materials, parts, supplies and tools to various job sites.

### **SPECIAL REQUIREMENTS**

- Possession of an appropriate California Driver's License.
- A Department of Motor Vehicles "Driver Record Information" print-out will be required at time of hire. Must be enrolled in District's DMV pull-notice program.

### **MINIMUM QUALIFICATIONS**

#### **EXPERIENCE**

Two (2) years of increasingly responsible warehousing experience in an operations environment or three (3) years District work experience.

#### **EDUCATION**

Any combination of education and experience equivalent to graduation from high school.

#### **TYPICAL PHYSICAL ACTIVITIES**

The physical and mental demands of this position are described below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position:

- Operates District vehicles and equipment used in construction, maintenance, and repair work.
- Must be able to push, pull, reach, and lift equipment and parts weighing up to fifty (50) pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and/or weed abatement chemicals, and significant temperature changes between heat and cold.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- May sit or stand and walk on uneven terrain for extended time periods.
- Hearing, vision, and eye-hand coordination sufficient to complete job duties.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates warehouse equipment for up to eight (8) hours per day
Lifting:	Raises and lowers supplies and equipment up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Operates vehicles and office equipment.

#### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Per the current Memorandum of Understanding (M.O.U.)
- Work performed in an outside environment with exposure to dust, dirt and significant temperature changes between heat and cold.

**ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.