

## WAREHOUSE TECHNICIAN II

### **DEFINITION**

Under general supervision, performs a variety of duties related to inventory control, purchasing of materials and supplies, storage facility maintenance, vehicle fleet maintenance, and employee uniform controls. Prepares a variety of vehicle maintenance records and inventory and purchasing reports; leads Warehouse Technician I, including assigning tasks and monitoring work performed; and performs other job-related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a mid-level, technical related position within the Water Department and reports to the Water Distribution Manager. Work is performed under general supervision while following established policies, procedures, and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Uses computer and a variety of software to input field reports, purchase orders, and vehicle maintenance information; obtains quotes for supplies and materials used in field, meter, production, and water-quality departments; orders, receives, stores, and maintains a variety of materials, equipment, and tools in proper storage areas; trains and leads Warehouse Technician I; maintains material inventory in an orderly manner and maintains records on location, quantity, vendors, and items to be salvaged; issues and returns materials for field, production, water quality, and customer service work order requests; conducts research for special items needed but not normally maintained in inventory; takes cycle and annual inventories; responds to field requests for materials and supplies and ensures delivery to job site; maintains warehouse in compliance with safety codes, including preparing Fire Emergency Contingency Plan; maintains schedules for routine vehicle maintenance, schedules the maintenance with the repair facility, and arranges delivery of vehicles for maintenance; maintains employee uniform control; maintains fire hydrant flow meter inventory, including assigning flow meters to contractors; obtains quotes for the sale of salvaged brass, copper, meters, and miscellaneous items; participates on Safety Team; adheres to District safety standards as prescribed in the District's *Injury and Illness Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisors, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** – Graduation from high school, or GED equivalent. Two years of storekeeping or warehouse experience.

**Knowledge & Abilities - Knowledge of:** General methods used in receiving, storing, issuing, and keeping records of material, equipment, and supplies; warehouse procedures, vehicle scheduling, and purchasing; record keeping principles and practices; standard office equipment, including 10-key adding machine, fax machine, and copiers; warehouse operations; hazardous materials handling and disposal; and computer and software, including MS Word, Excel, Outlook, the Internet, and the District's enterprise-wide financial system.

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**Ability to:** Operate a forklift and related equipment; use computer for District transactions, reports, and controls; operate and maintain a warehouse facility; maintain purchasing records and prepare vehicle maintenance reports; train and certify others to use a forklift; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**Licenses & Certificates** - Must possess a valid, unrestricted Class "C" California driver's license. Must possess a California Department of Health Services Water Distribution Operator Grade 1 Certificate within one year of hire. Must possess a Forklift operator certification within six months of hire. Must possess a Forklift instructor certification within one year of hire.

### **WORKING CONDITIONS**

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:   
DIRECTOR OF HUMAN RESOURCES

DATE: March 24, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
Shared/jobdescriptions (Final)/WarehouseTechnicianII/03-24-08 [jlr]