



JOB DESCRIPTION

Warehouse Clerk

Date Prepared: April, 2017

SUMMARY: Under general supervision, assists the Warehouse Technician in maintaining inventory and provides materials and supplies for the Water Department and Fleet Division of Public Works Department; perform other duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform the checkout of forklift and warehouse vehicles.
- Prepare the distribution of parts for work/field orders.
- Distribute and receive flow meters and perform repairs, as needed.
- Provide uniform control for employees and maintain records.
- Research vehicle and equipment parts, materials, tools, and supplies.
- Order parts, obtain quotes for parts, and negotiate prices.
- Refer quotes in excess of budget limits to supervisor.
- Receive and record part deliveries and distribute parts, as needed or requested.
- Maintain parts inventory and makes returns, as needed.
- Assess low inventory and forecast future needs.
- Clean and maintain the warehouse facility and organize bins, shed, and outdoor storage areas and recycling bins.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

High School diploma OR GED equivalent AND two years of clerical experience OR an equivalent combination of education, training, and experience.

Knowledge of:

- Principles and practices of inventory management, record keeping.
- Warehouse operations.
- Purchasing and billing methods.
- Uniform controls.
- Hazardous materials.
- Safety practices and procedures.
- Software programs: MUNIS financials, RTA Fleet Management, Gas Boy, Fuel Force.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Record keeping.
- Meeting deadlines.
- Operating a forklift.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees and vendors.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession of a Powered Industrial Truck Operator's permit (Forklift) and must be able to obtain a forklift operator's certification within 6 months.
- Water Distribution Operator D-1 certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an indoor/outdoor warehouse environment. Sitting, standing, walking, stooping, kneeling, crouching, using hands/fingers to touch objects, tools, parts, or controls. May have some exposure to dangerous machinery, equipment, and extreme weather conditions. May be required to lift and carry items weighing up to 50 pounds and/or utilizing a hand dolly to move up to 160 pounds. Maybe exposed to fumes and loud noise. Must be able to hear in the normal range, with or without correction, stamina to work long hours and overtime if assigned. Must be able to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date