

Madera Unified School District Classified Job Description Warehouse Technician

Purpose Statement

The job of Warehouse Technician was established for the purpose/s of providing support to the educational process with specific responsibilities for leading warehouse operations; maintaining required inventory levels; ensuring specifications, quantity and quality of order are correct; verifying stock and identifying losses; and maintaining an organized warehouse layout; ensuring that assignments are completed in a safe, proper and timely manner; and directing assigned workers.

This job reports to Director of Purchasing.

Essential Functions

- Analyzes stock items to keep current with District needs for the purpose of maintaining current, up to date stock and textbooks.
- Cleans and organizes warehouse for the purpose of maintaining a safe and sanitary work area.
- Conducts physical inventories for the purpose of verifying stock and identifying losses; and making appropriate adjustments in the system as necessary.
- Identifies fixed assets for the purpose of bar coding property, and assists in inventory control.
- Leads warehouse operations for the purpose of directing services in an efficient and timely manner.
- Maintains a variety of manual and electronic files and records (e.g. receiving logs, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Manages e-waste for the purpose of complying with established District policies, and inventory control.
- Oversees assigned personnel for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests, documents, deliveries, delivery returns and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from a variety of internal and external services for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Trains assigned personnel for the purpose of developing knowledge of warehouse operations and safety skills.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: guiding others; adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: materials handling procedures; inventory techniques; warehouse equipment; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; adapting to changing work priorities; communicating with diverse groups; and leadership and direction.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes.

Minimum Qualifications

Experience One year of experience of varied warehouse related duties; filing, recordkeeping, and office experience.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Continuing Educ./Training

Forklift Certificate
Class B **C CDL**

Certificates

Forklift Certificate (must obtain within 6 months of hire date)
Class B- **C CDL**

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
Physical Demands(D)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range