



## Warehouse Worker II

### **DEFINITION**

Under general 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 II is the journey level class. Incumbents are expected to work under less supervision and perform manual and clerical support tasks of average difficulty in support of warehouse activities, including storing and issuing material and supplies, performing inventory counts, and ensuring the maintenance of appropriate inventory levels.

### **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 records and reports to project future material and supply needs; prepare requisitions and local purchase orders.
- reviews and codes stores requisitions and issues materials;
- maintains record of stock issued and notes reorder points;
- maintains minimum stock levels and stock control files;
- operates radio and telephone in relaying messages to crews;
- performs inventory control; checks and reconciles records with appropriate inventory listings and records and reports discrepancies; conducts or participates in the annual physical inventory process;
- 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 and delivering materials and supplies;

- warehouse procedures;
- inventory control procedures;
- District safety policies and Cal/OSHA regulations pertaining to warehousing and equipment operation; and
- principles and basic operation of a computer.

Ability to:

- Operate delivery vehicles, forklifts, and other equipment used in the warehouse for receiving and storing materials;
- maintain neat and accurate records and make calculations;
- understand and carry out written and oral instructions;
- effectively use computer systems and software applications relevant to the work performed;
- 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,  
one year of experience in warehousing, purchasing, construction and maintenance, or a related field.

**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 a valid Forklift Operator Certification, to be maintained throughout employment.

**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: June 1983  
Revised: August 2006, November 2021  
Approved by: Human Resources Manager