

LEAD WAREHOUSE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for receiving, checking, storing, and delivering equipment, materials, and supplies; maintains adequate stock levels and inventories; ensures work quality and adherence to established policies and procedures; maintains adequate stock levels and inventories; performs a variety of semi-skilled and routine maintenance work; maintains a variety of records, logs, and files; operates and maintains a variety of warehouse equipment; and performs a variety of technical tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for receiving, checking, storing, and delivering equipment, materials, and supplies; perform the most complex work of the unit including conducting the annual inventory for the warehouse.
2. Train assigned employees in their areas of work including proper warehouse methods, procedures, and techniques.
3. Supervise the use, care, operation, and maintenance of warehouse equipment including forklifts, hand trucks, and other City vehicles.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Receive equipment, materials, and supplies; verify incoming shipments for appropriate quantity and quality against purchase orders; note and report shortages, damages, and other discrepancies according to appropriate procedures; post receipt on computer terminals.
6. Assist staff with purchasing needs and requirements for non-inventoried and special items; research and order special materials and supplies as appropriate.
7. Fill requisitions and mark orders for delivery; pick up, deliver, and unload equipment, materials, and supplies; transfer equipment, materials, and supplies to appropriate locations as necessary.
8. Ship out items for repair or replacement as necessary.
9. Work within a budget; code invoices for payment.
10. Issue tools, parts, and equipment daily to meet the requirements of field crews.
11. Maintain inventory at prescribed levels and place orders to maintain these levels; place all received stock items in proper bins, on shelves, designated floor locations or designated locations in the outside area; maintain records on all materials and supplies; compile records of supply transactions; oversee and participate in all scheduled inventories.

12. Determine changes in order points, assign stock numbers to new items, analyze stock items for obsolete or slow moving items and make recommendations for their disposal.
13. Operate and maintain a variety of warehouse equipment including forklifts, pick up truck, hand trucks, and a variety of hand and power tools and equipment.
14. Maintain cleanliness, security, and safety within the warehouse area.
15. Prepare and run a variety of reports related to warehouse operations; upload and download information into a computer system; maintain a variety of files, records, and logs including purchase order files, shipping/receiving records, parcel deliveries, and inventory records.
16. Perform a variety of general and routine maintenance duties; make keys and repair locks and doors; inspect, service and certify City-owned fire extinguishers; check alarms.
17. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
18. Develop and implement a loss prevention control plan, as needed.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a warehouse receiving and delivery program.
- Principles of lead supervision and training.
- Modern warehousing systems and procedures, including methods of proper and orderly storage, issuances and receipt of materials, stock inventory procedures and space use for maximum utilization.
- Methods, practices, and equipment used in the ordering, receipt, storage, handling, issuing, and preservation of supplies, materials and equipment.
- Purchasing cycles as they apply to materials storage activities.
- Rigging standards and principles used in handling heavy objects.
- Units of weights and measures.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Operational characteristics of warehousing equipment and tools.
- Inventory procedures, including the appropriate forms for ordering purposes.
- Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations, particularly related to the City's Wastewater collection system, pesticide, and related hazardous materials management.
- Oral and written communications skills.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult warehouse receiving and delivery procedures.
- Interpret, explain, and enforce department policies and procedures.
- Operate a warehouse effectively, efficiently, and safely.
- Minimize public and employee safety hazards by conforming to required codes.
- Receive, inspect, issue, deliver, and/or pick-up materials and equipment.
- Operate a variety of warehouse equipment including forklifts and hand trucks in a safe and effective manner.
- Maintain accurate and current records of inventory, materials and supplies.
- Successfully operate various software programs as required using a computer or other types of hand held devices.
- Make mathematical calculations, including fractions and decimals, with speed and accuracy.
- Maintain adequate stock levels.
- Maintain an updated inventory of all fixed assets.
- Prepare and analyze stock records and reports.
- Maintain accurate and current records of warehouse transactions.
- Respond to requests and inquiries from other personnel.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Work independently in the absence of supervision.
- Exercise independent judgment and initiative within established policy guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to completion of twelfth grade.

Experience:

Two years of experience in the ordering, issuance, receipt and storage of materials and supplies comparable to a Warehouse Worker II with the City of Antioch.

License or Certificate:

Possession of a valid California driver's license.

Possession of a fire extinguisher license within 12 months of appointment.

Possession of a CPR/First Aid certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, and gases; potentially hazardous chemicals; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 2014, June 2018

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.