

**WAREHOUSE WORKER I  
WAREHOUSE WORKER II**

*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 supervision (Warehouse Worker I) or general supervision (Warehouse Worker II), receives, checks, stores, and delivers equipment, materials, and supplies; maintains adequate stock levels and inventories; picks up and delivers mail; and performs a variety of semi-skilled and routine janitorial work.

**DISTINGUISHING CHARACTERISTICS**

**Warehouse Worker I** – This is the entry level class in the Warehouse Worker series performing routine and less complex warehousing duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Warehouse Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses, and is at the discretion of higher level supervisory or management staff.

**Warehouse Worker II** – This is the full journey level class within the Warehouse Worker series. Employees within this class are distinguished from the Warehouse Worker I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Warehouse Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or licenses or testing that validates the performance of the full range of job duties.

**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. 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.
2. Assist staff with purchasing needs and requirements for non-inventoried and special items; research and order special materials and supplies as appropriate.
3. 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.

**CITY OF ANTIOCH**  
**WAREHOUSE WORKER III (CONTINUED)**

4. Ship out items for repair or replacement as necessary.
5. Issue tools, parts, and equipment daily to meet the requirements of field crews.
6. Maintain adequate stock levels and records on all materials and supplies; place all received stock items in proper bins, on shelves, designated floor locations, or designated locations in the outside area; compile records of supply transactions; participate in scheduled inventories.
7. Receive, sort, and deliver mail.
8. 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.
9. Maintain cleanliness, security, and safety within the warehouse area.
10. Prepare and run a variety of reports related to warehouse operations; maintain a variety of files, records, and logs including purchase order files, shipping/receiving records, parcel deliveries, and inventory records.
11. Perform a variety of general and routine maintenance and janitorial work; open and close City buildings and raise flags at some locations; make keys and repair locks and doors; assist in inspecting, servicing and certifying City-owned fire extinguishers; check alarms; scrub and disinfect restrooms and shower rooms and restock restroom supplies as necessary; wash windows and glass doors; empty and clean waste containers and dispose of trash; sweep and vacuum floor surfaces; pick up paper and other refuse; move furniture and equipment; drive a light truck to collect trash from outlying sites.
12. Oversee the operations of the warehouse in the absence of the Lead Warehouse Worker.
13. 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:**

- Basic operations, services and activities of a warehouse receiving and delivery program.
- Modern warehousing systems and procedures, including methods, practices, and equipment used in ordering, receipt, storage, handling, preservation, and issuance of supplies, materials, and equipment.
- Basic inventory procedures, including the appropriate forms for ordering purposes.
- Basic operational characteristics of warehousing equipment and tools.
- Techniques and principles of space use for maximum utilization.
- Basic rigging standards and principles used in handling heavy objects.
- Basic principles and procedures of record keeping and filing.
- Basic mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications.

**CITY OF ANTIOCH  
WAREHOUSE WORKER I/II (CONTINUED)**

- Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment.
- Occupational hazards and standard safety practices.
- Oral and written communications skills.

**Ability to:**

- Perform a variety of duties supporting the operations of a warehouse.
- 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.
- Operate office equipment including computers and applicable software applications.
- Make mathematical calculations, including fractions and decimals, with speed and accuracy.
- Maintain adequate stock levels.
- Maintain an updated inventory of all fixed assets.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Respond to requests and inquiries from other personnel.
- Work independently in the absence of supervision.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Minimize public and employee safety hazards by conforming to required codes.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- 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**

**Warehouse Worker I**

**Education/Training:**

Equivalent to completion of twelfth grade.

**Experience:**

Six months of warehouse and/or janitorial work experience.

**License or Certificate:**

Possession of a valid California driver's license.

Possession of a CPR/First Aid certificate is desirable.

**Warehouse Worker II**

**Education/Training:**

Equivalent to completion of twelfth grade.

**Experience:**

Two years of experience in warehouse and janitorial work comparable to a Warehouse Worker I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Worker II classification.

**License or Certificate:**

Possession of a valid California driver's license.

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, gases, and 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 work in a warehouse setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb to unusual heights on scaffolding and ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: August 2001; April 2014; January 2016, 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.