



Classification Title: Warehouse Technician

Department:	Business Services	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	16
Supervision Received From:	Supervisor, Warehouse and Mail Services	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	5/2024

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 by individual positions.

JOB SUMMARY.

Performs a variety of receiving, inspection, warehouse and distribution activities and coordination; enters related data into the District's system and completes and maintains appropriate forms, records, reports and other documentation to ensure accurate accounting of District property.

DISTINGUISHING CHARACTERISTICS.

Warehouse Technician is responsible for performing a variety of warehouse activities, including receiving and inspecting incoming shipments and parcels, inventorying warehouse stock, and organizing/pulling requested items from stock for delivery.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Ensures that incoming and outgoing shipments meet the District's requirements and quality and safety standards; receives and inspects equipment, supplies and materials received and reconciles shipments to purchase order specifications, packing slips, invoices or other documents; identifies, reports and processes problem orders according to established procedures, such as reporting damage, overages and shortages to appropriate sources and following-through to ensure problems are appropriately addressed; according to established procedures, organizes, labels, processes and stages parcels and bulk loads for delivery or surplus disposition; ensures timely delivery of received shipments to the appropriate departments and off-campus locations; ships parcels for return to vendors; schedules pickups and deliveries.
2. Operates forklifts, pallet jacks, floor jacks, dollies, carts, hand trucks and motor vehicles to load, unload and move items in the warehouse and to District facilities/locations; checks in, receives and labels items and assigns storage locations for received goods to be placed in stock; within established policies and procedures, assigns numbers to and tags stock items; stocks and arranges shelves and rotates stock as needed; participates in periodic inventories; locates, pulls and issues requested supplies, equipment and other materials to fill requisitions and orders; maintains warehouse in a safe, clean, orderly condition and follows safety/sanitation policies and procedures; inspects equipment to ensure maintenance and safety.
3. Identifies and tags fixed assets/property; inputs appropriate data into fixed asset inventory.

4. In compliance with federal, state and local laws and regulations and District policies, properly receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the District.
5. In compliance with established procedures and pertinent regulations, oversees and processes the District's surplus property; receives, catalogs, controls inventory of, maintains and appropriately disposes of excess property; surveys and inspects, coordinates and schedules movement of excess property; prepares surplus property for sale/auction, waste disposal or electronic recycling.
6. Organizes, completes, develops, maintains, reviews and updates related records, files, lists, logs, forms and other applicable documentation including, but not limited, to receipt reports and records; records and reports of excess property sold or otherwise disposed of; damage, shortage and overage reports; damaged goods claims; delivery manifests; shipping documents and bills of lading for outbound shipments; and hazardous materials.
7. Enters and retrieves a variety of data in the District's warehouse database to account for public property; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations.

Marginal Functions:

1. Picks up daily mail from the U.S. Post Office and delivers to the District's mailroom.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of experience in shipping and receiving and/or warehouse operations.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of an appropriate, valid California driver's license by time of appointment.
2. Forklift certification from an Occupational Safety and Health Administration (OSHA)-approved training center within 90 days of appointment.

Knowledge of:

1. Practices, procedures and techniques of packaging, shipping, receiving, quality assurance inspection, storing, delivery, inventory control, recordkeeping and physical inventory of material.
2. Methods and procedures of material and supply identification and classification.
3. Warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and other items purchased and stored.
4. Practices, procedures and legal requirements for handling hazardous materials.
5. Practices, procedures and techniques to appropriately dispose of surplus items.
6. Parcel tracking software.
7. U.S. Post Office procedures/practices.
8. Proper lifting techniques.

9. Practices and procedures of effective customer service.

Skill in:

1. Operating warehouse equipment and delivery vehicles, including forklifts, carts, pallet jacks, hand trucks, dollies and scanning devices.
2. Accurately inspecting incoming shipments and comparing to purchase orders and packing lists.
3. Completing and maintaining records and forms related to warehouse and delivery operations.
4. Taking physical inventory accurately and efficiently.
5. Following written and oral rules, regulations, policies, procedures and instructions.
6. Operating a computer and using standard and specialized software.
7. Communicating clearly and effectively, orally and in writing.
8. Performing heavy physical labor and properly lifting, carrying and moving objects.
9. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
10. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: Works near moving equipment and mechanical parts in an indoor and outdoor environment; exposed to electrical energy, noise, dust, grease, and potentially hazardous chemicals, fumes and materials.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as standing, walking and sitting; reaching with hands and arms; and driving a delivery truck. An employee is required to lift, carry, push and/or pull objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 75 pounds. An employee also is regularly required to work on ladders and to stoop, kneel, bend, crouch or crawl, climb or balance.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.