
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Warehouse Worker

POLICY NUMBER: 2990

2990.1 General Job Description

2990.1.1 Under the direction of the Water Transmission & Distribution Superintendent and the Warehouse Technician or Warehouse Foreman:

- (a) receives, stores, and distributes material, fittings, parts, tools, equipment and products to District personnel for use in the repair, replacement, operations and maintenance of District facilities;
- (b) operates and maintains the Water Distribution and Administration Division's inventory control system;
- (c) responsible for fostering positive public relations in responding to telephone inquiries and requests from District customers regarding service and maintenance;
- (d) assists in processing records relating to job costs and time expenditures of equipment and District personnel.

2990.1.2 Under the direction of the Construction Foreman and/or Maintenance Foreman:

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities.

2990.2 Prerequisite Qualifications

2990.2.1 High school diploma or the equivalency thereof.

2990.2.2 Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable and non-potable water transmissions systems.

2990.2.3 Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and databases; or, equivalent combination of education and experience.

2990.2.4 Ability to operate forklift.

2990.2.5 Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

2990.3 Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

2990.4 Hourly Compensation:

2990.5 Essential Job Duties:

2990.5.1 Task: Operates computerized inventory control system.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.2 Task: Computes inventory quantities by organizing and counting stock, and recording data on appropriate forms.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.3 Task: Develops inventory data forms.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.4 Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of District supervisory personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.5 Task: Obtains materials and equipment price quotes from vendors.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.6 Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.7 Task: Serves as radio dispatcher.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.8 Task: Prepares and processes payroll time sheets for Water Distribution Division personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.9 Task: Serves as shipping and receiving agent; appropriately packages and posts items for shipping; takes delivery of packages and goods, processes invoices, bills, warranties, product information sheets, and material safety sheets; labels parts and fittings with appropriate identifying numbers and stores in appropriate location.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.10 Task: Distributes tools, equipment and uniforms to District personnel as needed.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.11 Task: Maintains clean and orderly office, warehouse and yard.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.12 Task: Assists in the repair of pipe leaks on District's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2990.5.13 Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2990.5.14 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.5.15 Task: Assists in the cleaning and maintenance of District irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2990.5.16 Task: Operates forklift to load and unload material, parts, fittings and equipment from trucks and storage locations.

Physical Demand: Sitting; close and distance vision; use of hands to finger, handle, or feel objects or controls.

2990.5.17 Task: Applies weed control chemicals to ditch banks and around above-ground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2990.6 Marginal Job Duties:

2990.6.1 Task: Cleans and repairs salvaged fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2990.6.2 Task: Assists in the locating of District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2990.6.3 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

2990.6.4 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2990.6.5 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2990.6.6 Task: Reading meters.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2355.7 Environmental Demands:

2990.7.1 Outside: Usually works outside in a variety of weather conditions ranging from snow to 100°F.

2990.7.2 Inside: Frequently works indoors in temperature-controlled environment.

2990.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

2990.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

2990.8 Mental Requirements:

2990.8.1 Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

2990.8.2 Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Needs ability to use or quickly learn the District's computer inventory control system, and the latest version of Microsoft Word.

2990.8.3 Math: Ability to perform basic math calculations. Ability to use or quickly learn the latest version of Microsoft Excel.

2990.8.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required.

2990.8.5 Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

2990.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals

2990.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2990.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.