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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Job Description - Warehouse Technician  
**POLICY NUMBER:** 2986

### 2986.1 General Job Description

**2986.1.1** Under the direction of the Water Transmission & Distribution Superintendent:

- (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) supervises the Warehouse Worker; and,
- (e) assists in processing records relating to job costs and time expenditures of equipment and District personnel.

**2986.1.2** Under the direction of the Irrigation Foreman, Maintenance Foreman and/or the Construction 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.

### 2986.2 Prerequisite Qualifications

**2986.2.1** High school diploma or the equivalency thereof.

**2986.2.2** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable and non-potable water transmissions systems.

**2986.2.3** Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and databases; or, equivalent combination of education and experience.

**2986.2.4** Ability to operate forklift.

**2986.2.5** Valid California driver license and satisfactory driving record.

**2986.3** Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

**2986.4** Hourly Compensation:

**2986.5** Essential Job Duties:

**2986.5.1** Task: Operates computerized inventory control system.

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

**2986.5.2** 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.

**2986.5.3** Task: Develops inventory data forms.

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

**2986.5.4** 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.

**2986.5.5** 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.

**2986.5.6** 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.

**2986.5.7** Task: Serves as radio dispatcher.

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

**2986.5.8** 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.

**2986.5.9** 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.

**2986.5.10** 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.

**2986.5.11** 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.

**2986.5.12** 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.

**2986.5.13** 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.

**2986.6** Marginal Job Duties:

**2986.6.1** 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.

**2986.6.2** 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.

**2986.7** Environmental Demands:

**2986.7.1** Outside: Works outside on occasion in a variety of weather conditions ranging from snow to +100° F.

**2986.7.2** Inside: Usually works indoors in temperature-controlled environment.

**2986.7.3** Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

**2986.7.4** Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**2986.8** Mental Requirements:

**2986.8.1** Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

**2986.8.2** Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Has ability to proficiently use the District's computer inventory control system, and to use, or quickly learn the latest version of Microsoft Word.

**2986.8.3** Math: Ability to perform basic math calculations. Ability to use or quickly learn the latest version of Microsoft Excel.

**2986.8.4** Attention to Detail: High level concentration and attention to detail for extended periods of time required.

**2986.8.5** Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

**2986.8.6** 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 and to formulate appropriate instructions to achieve desired goals.

**2986.8.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

**2986.8.8** 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.