

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: WAREHOUSE TECHNICIAN

DEPARTMENT: PUBLIC WORKS MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under general direction, to purchase, receive, store and issue material, supplies, tools and equipment; to maintain computerized inventory control systems; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This single position classification is responsible for the full range of warehouse duties. This class is distinguished from the Storekeeper by the scope and complexity of the inventory and duties. Typically incumbents have experience or knowledge of the assigned area.

KEY RESPONSIBILITIES:

Receive and unpack materials, supplies, parts and equipment, verifying articles received against packing lists and purchase orders; deliver materials to the proper person or unit; issues supplies, tools and materials to field staff, assembling materials from requisitions submitted; tag equipment for fixed asset inventory.

Purchase and coordinate the storing of a wide variety of material, supplies, parts, tools and equipment used in the construction, maintenance and repair of the Public Works Maintenance & Operations and Fleet Maintenance departments.

Work with operating staff to determine needs; work directly with vendors to determine stock availability. Keep inventory stocked to minimum levels.

Source materials and equipment based on pricing, availability and services offered by vendors.

Prepare cost estimates for materials for construction, maintenance and repair work.

Conduct inventory and audit procedures to measure utilization, inventory costs and loss of materials at designated warehouse sites.

Process orders and maintain inventory transaction records in the computer database.

Maintain accurate records and files, including manual and computerized inventory control systems; update a catalogue of items stored.

Enter purchase order requisitions into the City's financial system, ensuring that departments are billed correctly for their purchases. Verify orders have been received before invoices are paid.

Maintain a log of surplus materials and equipment.

Operate a forklift, pallet jacks and other equipment in the storage area.

Ensure clean, orderly condition of warehouse.

QUALIFICATIONS:

Knowledge of:

- Mechanical methods, practices, techniques, tools and equipment utilized in the operation of a warehouse facility.
- A variety of supplies, including water-, sewer-, fleet and safety gear parts.
- Standard specifications and inventory control.
- Purchasing procedures.
- Maintaining large inventories in electronic and manual formats.
- Nomenclature and specifications of a variety of supplies, materials and equipment.
- Computerized inventory ordering and tracking systems.
- Principles of safe work methods and equipment.
- Warehouse recordkeeping.

Ability to:

- Inventorying and purchasing materials, supplies and equipment.
- Finding and working with a variety of vendors.
- Coordinating deliveries.
- Work independently.
- Maintaining purchasing records and forms.
- Operating equipment such as pallet jacks and forklifts.
- Using computers and related software applications.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and abilities outlined above is:

Education/Training:

Graduation from high school or equivalent.

Experience:

Three years of general warehousing experience, stocking materials and supplies for equipment maintenance.

Or two years of increasingly responsible inventory and/or purchasing experience.

Experience in purchasing water distribution systems operations or maintenance work is desirable.

LICENSING REQUIREMENTS:

- Valid California Driver's License.
- Forklift Operator Certification within the first six months of employment.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office and mail equipment; and reach with hands and arms. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, talking, seeing and repetitive motions.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; and interact with staff and others encountered in the course of work.

Incumbents are regularly required to lift, move packages and objects that may weigh up to 50 pounds. When performing work either in- or outside the warehouse, subject to chemicals, oils, extreme temperatures and inadequate lighting.

The Warehouse Technician must be able to operate a forklift.

DATE APPROVED: Aug. 5, 2008