



JOB DESCRIPTION

Warehouse Worker, Lead

Date Prepared: March 2014

Class Code: 7620

SUMMARY: Under general supervision, provides work direction and general daily oversight of the City's warehouse.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides lead work direction over warehouse staff; provides oral and written instructions of daily operations; coordinates and delegates job duties; reviews time sheets for accuracy.
- Allocates and prioritizes warehouse functions.
- Manages inventory and reports; provides data to the Accounting Department as part of the budget process.
- Orders and fills orders for materials, supplies and products.
- Communicates with various vendors and suppliers.
- Responds to requests from employees for parts, materials and supplies.
- Conducts safety training for employees; prepares bi-weekly safety meetings on OSHA regulations.
- Conducts safety inspections; monitors safety of equipment and vehicles; prepares and updates safety material data sheets.
- Operates a forklift within the warehouse; retrieves and stocks items within the warehouse.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND five years of warehouse operations experience, including two years of supervisory or lead work experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- OSHA regulations.
- Safety practices and procedures.
- Warehouse operations.
- Inventory management principles and practices.
- Principles and practices of effective employee supervision.
- Customer service standards and protocols.

Skill in:

- Directing the work of others.
- Basic mathematics.
- Operating various motorized vehicles and equipment.
- Operating a personal computer and various software applications.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, contractors, vendors, suppliers and retailers.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Forklift Operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in a warehouse and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders. May be required to lift and carry items weighing up to 50 pounds.