



## JOB DESCRIPTION

### Warehouse Worker, Senior

Date Prepared: March 2014

Class Code: 7625

**SUMMARY:** Under basic supervision, performs a variety of administrative and shipping/receiving activities in support 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:*

- Performs a variety of clerical and administrative work to include answering the phone, data processing, and bookkeeping; files records; generates annual reports.
- Prepares purchase requisitions; enters and updates information for a variety of vendors and suppliers; researches the internet for a variety of product and requests.
- Receives packages from various delivery companies and vendors; verifies products received and updates purchase records.
- Provides street crews with materials and tools for work projects; issues and delivers supplies to office staff at City Hall; creates invoices to allocate supplies and materials cost to appropriate departments.
- Receives, logs and delivers packages to various City staff; keeps records of deliveries, including invoices.
- Stocks shelves; maintains inventory of supplies on hand; reorders supplies as necessary to ensure adequate inventory levels.
- Picks up and delivers mail to City Hall; delivers mail and agenda packages to City Council members throughout the City.
- Drives to various vendors to purchase and/or pick up "will-call" orders for parts and supplies.
- Picks-up and drops-off mechanics and staff at dealerships and other repair locations.
- Performs janitorial services within the warehouse; stocks the janitor's room; cleans the lunch room; organizes and cleans tables and chairs;
- Cleans the electrical yard and performs minor building maintenance of City facilities.
- Inspects and repairs barricades for street crews; runs the sweeper around the gas pump area.
- Assists the Water Department by adding chemicals to the holding tank.
- Operates forklift, scissor lift and City vehicles to perform duties.
- Performs other maintenance and clerical duties as assigned.
- Assigns work to warehouse workers.
- Operates a forklift within the warehouse; retrieves and stocks items within the warehouse.
- Performs radio dispatching to City field personnel.
- Provides staff support to the City's Finance Department; reviews receipts for accuracy.
- 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 three years of warehouse operations experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Warehouse operations.
- Inventory management principles and practices.
- Modern office procedures and practices.
- Customer service standards and protocols.

### **Skill in:**

- 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, 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.