

City of San José

WAREHOUSE WORKER I (FT) (1511)
WAREHOUSE WORKER I (PT) (1512)

CLASS PURPOSE

Under general supervision, performs work of routine difficulty in the manual and clerical work in receipt, warehousing, issuance, and delivery of a wide variety of materials, supplies, and equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Receives goods from vendors; checks items for proper condition, quantity, and description; records and checks against purchase orders, shipping orders, or other documents.
- Unpacks, sorts, and stocks items in appropriate warehouse areas in a safe manner; posts and records; conducts routine inventories; may ship material.
- Performs routine issuance of stock, fills orders, delivers, and completes records and documentation for transactions.
- Assists in taking inventories; makes delivery and pickup for City departments.
- Operates and uses equipment such as trucks, fork lifts, manual shift two-ton delivery trucks, vans, pallets, jacks, and similar equipment to move and warehouse stock items.
- Marks, arranges, and catalogues items for City auctions.
- Advises departments in identifying and specifying items for order.
- Makes pickups for recycle surplus goods and records retention program.
- Stores, retrieves, purges, and destroys records for the record retention program.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Warehouse Series. Incumbents are assigned to routine work in receiving, inventory, and issuing City Stock items. This class is distinguished from the higher class of Warehouse Worker II in that the latter is assigned specialized stores work in either warehousing or stockkeeping procedures and may also lead the former.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of shipping, receiving, issuing, delivery, inventory control, and stock handling procedures.

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- Knowledge of common tools, supplies, and equipment.
- Knowledge of basic English.
- Ability to read, write legibly, and compute simple arithmetic functions accurately.
- Ability to understand and follow oral or written instructions.
- Ability to lift and carry moderately heavy and bulky items.
- Ability to establish and maintain effective working relationships.

Competency Knowledge, Skills, and Abilities

- Knowledge of safe methods of handling and warehousing a variety of materials.
- Knowledge of computer functions related to inventory control.
- Ability to operate a variety of fork lifts and warehousing equipment.
- Ability to read and understand blueprints, drawings, and specifications.

Education

Successful completion of high school, General Education Degree (GED), or California Proficiency Certificate.

Experience

One year of experience in performing shipping, receiving, delivery, issuing, and inventory control in a large warehouse facility similar to those of the City of San Jose.

Acceptable Substitutions

None.

Licenses/Certificates

As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

(Formerly Stock Clerk)
(3/80), (Rev. 2/2/90), (Rev. & Ret. 10/91), (Rev. 4/92), (Rev. 9/97)
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