

CITY OF SAN JOSE  
WAREHOUSE WORKER II FT/PT(1513/1515)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in a lead capacity directing the activities of Warehouse Worker Is in the receipt, warehousing, issuing and inventoring in the operation of a warehouse. 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.)

Responsible for and leads others in warehousing functions such as shipping and receiving, solves difficult problems such as tracing purchase documents or partial shipments.

Leads others in unpacking, sorting and warehousing items systematically, maintains work areas in an orderly and safe manner.

Issues general stock or specialized supply items, maintains inventories, orders a variety of commodities, or specialized equipment. May determine material requirements from general item descriptions or from blueprints or specifications, may contact vendors to determine availability of parts and equipment.

Leads others in or takes inventories, posts stock received and issued where appropriate and completes, stores requisitions or similar documents.

Leads and arranges material for City auctions, and cataloging items and prices.

Leads or performs the delivery of stock items, mail and office furniture to various locations.

Serves in a lead capacity in a warehousing facility.

Operates a two-ton delivery truck and other vehicles, electric and gas powered fork-lifts, electric order picking lift and other warehousing equipment.

DISTINGUISHING CHARACTERISTICS

This is the second level of the warehouse class and leads Warehouse Worker Is or clerical staff. It differs from the next higher class of Sr. Warehouse Worker in that incumbents of the latter are responsible for operation of a warehouse facility and may supervise Warehouse Worker Is and IIs.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of warehousing procedures, taking of inventories, and necessary documentation, including computerized inventory.

Knowledge of a wide range of commodities warehoused by the City including specialized stores, equipment and tools.

QUALIFICATIONS (Continued)

Minimum Knowledges, Skills and Abilities

- Knowledge of safe methods of warehousing and handling materials.
- Knowledge of sources for specialized materials.
- Ability to lead other employees in work.
- Ability to keep records and accounts accurately.
- Ability to lift and carry moderately heavy and bulky items.
- Ability to operate a variety of trucks, lifts and specialized equipment.
- Ability to establish and maintain effective working relationships.
- Ability to read and understand blueprints, drawings and specifications.
- Ability to operate a variety of trucks, lifts and warehousing equipment.

Competency Knowledges and Abilities

- Knowledge of Federal, State and local requirement for handling hazardous materials.
- Knowledge of City purchasing procedures.
- Ability to determine material requirements for specific or specialized uses.
- Ability to identify and solve problems related to receiving, warehousing, and issuing.
- Ability to use computerized inventory control system, FMS and related programs.

Training and Experience

Any combination of training and experience equivalent to completion of high school and two (2) years performing receiving, issuing, shipping, computer inventory control and related warehouse duties in a large warehousing facility.

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 Sr. Stock Clerk)

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Serves in a lead capacity in a warehousing facility.

Operates a two-ton delivery truck and other vehicles, electric and gas powered fork-lifts, electric order picking lift and other warehousing equipment.

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Knowledge of a wide range of commodities warehoused by the City including specialized stores, equipment and tools.

QUALIFICATIONS (Continued)

Minimum Knowledges, Skills and Abilities

- Knowledge of safe methods of warehousing and handling materials.
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- Ability to determine material requirements for specific or specialized uses.
- Ability to identify and solve problems related to receiving, warehousing, and issuing.
- Ability to use computerized inventory control system, FMS and related programs.

Training and Experience

Any combination of training and experience equivalent to completion of high school and two (2) years performing receiving, issuing, shipping, computer inventory control and related warehouse duties in a large warehousing facility.

Licenses/Certificates

Possession of a valid State of California Class B driver's license is required within six (6) months of appointment.

(Formerly Sr. Stock Clerk)

1295P/1134P

City of San Jose

SENIOR STOCK CLERK (1513)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty and leads others in the receipt, warehousing, issuance and inventory of City stock items, specialized parts of 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.)

Responsible for and leads others in warehousing functions such as shipping and receiving, solves difficult problems such as tracing purchase documents or partial shipments.

Performs or leads others in unpacking, sorting and warehousing items systematically, maintains work areas in an orderly and safe manner.

Issues general stock or specialized supply items, maintains inventories, orders a variety of commodities, or specialized equipment. May determine material requirements from general item descriptions or from blueprints or specifications, may contact vendors to determine availability of parts and equipment.

Leads others in or takes inventories, posts stock received and issued where appropriate and completes, stores requisitions or similar documents.

Leads and arranges material for City auctions, and cataloging items and prices.

Leads or performs the delivery of stock items, mail and occasionally office furniture to various locations.

Operates equipment such as manual shift two-ton delivery truck and other vehicles, electric and gas powered fork lifts, electric order picking lift, and similar equipment to move and stack stock items.

May lead the work of others.

May operate City's records storage center.

DISTINGUISHING CHARACTERISTICS

This is the second level of the warehouse class and may lead stock clerks or clerical staff. It differs from the next higher class of Storekeeper in that incumbents of the latter are responsible for a more varied and complex storekeeping function.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of stock keeping, taking of inventories, and necessary documentation, including computerized inventory.

Knowledge of City purchasing and requisition procedures.

Knowledge of a wide range of commodities warehoused by the City including specialized stores, equipment and tools.

QUALIFICATIONS (Continued)

Minimum Knowledges, Skills and Abilities

Knowledge of sources for specialized materials.  
Ability to lead other employees in work.  
Ability to keep records and accounts accurately.  
Ability to lift and carry moderately heavy and bulky items.  
Ability to operate a variety of trucks, lifts and specialized equipment.  
Ability to establish and maintain effective working relationships.

Competency Knowledges and Abilities

Knowledge of safe methods of warehousing and handling materials.  
Ability to read and understand drawings and specifications.  
Ability to determine material requirements for specific or specialized uses.  
Ability to identify and solve problems related to receiving, warehousing, and issuing.

Training and Experience

Any combination of training and experience equivalent to two (2) years performing receiving, issuing, shipping, computer inventory control and related warehouse duties.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Possession of a valid California Class B driver's license may be required within 6 months of appointment.

(1295P)

City of San Jose

SENIOR STOCK CLERK (1513)

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Training and Experience

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Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

(1295P)