

City of San José

SENIOR WAREHOUSE WORKER (1514)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in the operation of a warehouse and supervises the receipt, storage, and issuance of a variety of supplies, materials, parts, 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.)

- Supervises and participates in the operations of a warehouse, including the receipt, storage, and issuance of supplies, materials, parts, and equipment.
- Supervises and participates in the maintenance of inventory records.
- Processes requests for supplies, parts, or materials.
- Maintains stock levels; orders through store requisitions, purchase requisitions, and open purchase orders; special orders emergency maintenance items.
- Coordinates with buyers on the purchase of special supplies and parts that are specific to the department.
- Supervises and participates in the pick-up and delivery of stock items from City warehouses; may pick up emergency items from vendors.
- Supervises and participates in the taking of periodic physical inventories.
- Checks and reconciles physical inventory with computer or physical records.
- Maintains records and prepares reports.
- Schedules, assigns, supervises, instructs, and evaluates subordinates.
- Evaluates condition of some materials and equipment, recommending salvageable items.
- Supervises an intra-departmental messenger and mail service.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are responsible for the operations of a warehouse.

This class differs from the higher class of Warehouse Supervisor in the size of the warehouse managed, the high volume, variety and complexity of the commodities stored, and scope of supervision exercised.

This class differs from the lower class of Warehouse Worker II in that the incumbents of the latter serve in a lead capacity under the supervision of a Senior Warehouse Worker or Warehouse Supervisor.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of methods and procedures used in the receipt, storage, and issuance of a variety of commodities.
- Knowledge of inventory control procedures.
- Knowledge of commercial shipping methods, terminology, and equipment.
- Knowledge of UPS, Federal Express, and US postal rules and regulations.
- Ability to supervise commodity receipt, storage, issuance, and recordkeeping functions.
- Ability to maintain accurate inventory and clerical records.
- Ability to lift and carry moderately heavy and bulky items.
- Ability to develop and maintain effective working relationships.
- Ability to identify and solve problems relating to receiving, issuing, and warehousing.
- Ability to read and understand blueprints, drawings, and specifications.

Competency Knowledge, Skills, and Abilities

- Knowledge of City purchasing procedures.
- Knowledge of clerical procedures relating to receiving, storage, issuance, and distribution of stock.
- Knowledge of specialized supply sources.
- Knowledge of City warehouse inventory control system and procedures.
- Knowledge of Federal, State, and local regulations for receipt, storage, and issuance of hazardous materials.
- Ability to coordinate and schedule the work activity for assigned personnel.
- Ability to determine material requirements for specific or specialized uses.
- Ability to identify and solve problems related to receiving, issuing, warehousing, or distribution.

Education

Completion of high school, or General Educational Development (GED) Certificate, or California Proficiency Certificate.

Experience

Three (3) years of increasingly responsible warehouse experience, one (1) year of which should be at a large warehouse facility or leading others in the receipt, storage, issuance, and inventory of a wide variety of stock items or other specialized parts and equipment.

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 Storekeeper II)

(3/4/80), (Rev. 1/85), (Rev. 6/30/86), (Rev. and Ret. 9/4/91), (Rev. and Ret. 10/91), (Rev. 4/92), (Rev. 12/97)
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