

STOCK/DELIVERY TECHNICIAN

DEFINITION

Under general supervision, performs a wide range of activities pertaining to the receipt, inspection, processing, storage and delivery of purchased materials, supplies and equipment; receives, organizes, stores and retrieves items in a centralized District warehouse or in a localized departmental storage facility; receives and verifies the accuracy of shipments; pulls stock from warehouse and other storage locations to fulfill departmental requests; prepares items for shipment or delivery; operates a delivery vehicle, forklift and/or other tools in a safe and effective manner; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full working level support class within the Yosemite Community College District (YCCD). Incumbents in this class perform routine duties in support of central warehouse and/or departmental procurement activities. Positions in this class may be allocated to the Purchasing Department or may support individual departments that have major purchasing responsibilities (e.g., Auxiliary Services).

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

EXAMPLES OF DUTIES *(Illustrative Only)*

- Receives, organizes, stores and retrieves items for storage in a centralized District warehouse or a localized departmental storage location; unloads merchandise from delivery vehicles; cuts open boxes to verify against packing slips and/or purchase order documents; verifies that items are in satisfactory condition; marks item with final delivery location.
- Receives and processes delivery acknowledgement documents; receives and processes Web orders for merchandise; enters delivery data into a computerized inventory system.
- Unpacks, organizes and shelves items; retrieves and pulls stored items as requested to fulfill orders and/or to meet customer needs.
- Loads a delivery vehicle with supplies, materials and equipment to be delivered to various District locations; drives delivery vehicle to deliver and/or pick up items.
- Picks up mail from the Post Office and delivers to the mail room for sorting and distribution.
- Restocks vending machines and collects money as assigned.
- Packages and prepares items for return as needed; contacts purchasing staff or outside shipping vendors to complete shipping process.
- Maintains purchasing, inventory and shipping records and forwards for appropriate accounting.

- Takes inventories and recommends purchases of standard items.
- May perform routine clerical, customer service and other support duties in assigned areas.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in both indoor and outdoor conditions, including a warehouse and a delivery vehicle. Duties may involve exposure to hot, cold, wet, humid, or windy conditions.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment.
- Simple record management procedures.
- Vehicle operation, service and maintenance requirements.
- Safe working and vehicle operational practices.

Ability to:

- Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation.
- Perform routine clerical tasks.
- Perform moderately heavy manual tasks.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- A valid license to drive in California is required.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate a computer keyboard, hand tools and other equipment.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** frequent contact with others including some public contact.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of a High School diploma or GED.
- Experience: One year performing routine warehousing or clerical duties.

Special Requirements:

- None

Class Adopted: 03/01/09
Class Amended: XX-XX-XX