

WAREHOUSE SPECIALIST

DEFINITION

Under general supervision, performs specialized technical duties 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 advanced technical class within the Yosemite Community College District (YCCD). Incumbents in this class perform specialized duties in support of central warehouse and/or departmental procurement activities. Positions in this class may be allocated to the Risk Management, Purchasing Department or may support individual departments that have major purchasing responsibilities.

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 and electronically record all shipments from all couriers, 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.
- Ensures YCCD asset numbers and federal stickers are affixed to capitalized fixed assets; submit photos of capitalized fixed assets and their attached stickers to account; enter capitalized item asset number and item information in the Colleague and Etrieve database.
- Assist accounting in annual physical fixed asset inventory
- 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 mailroom for sorting and distribution.
- 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.
- Photograph and edit images for preparation of items to be auctioned.
- Coordinate and maintain an online surplus auction; prepare and stage for auction, maintain auction website and all buyer correspondence during auction; maintain records of surplus items and payments received.
- Safely operate a forklift or other warehouse equipment to move materials and supplies.
- Maintain warehouse and equipment in a clean and orderly condition.
- May perform routine clerical, customer service, safety, and other support duties in Risk Management & Purchasing 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:

- Operations, services and techniques of a central warehouse and storage facility.
- Principles and procedures of shipping and receiving and inventory control
- Operational characteristics and use of computerized shipping system
- Postal and shipping requirements and regulations
- Occupational hazards and standard safety procedures
- Principles and procedures of record keeping
- 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.
- Inspect deliveries to ensure quality and accuracy.
- Safely operate a forklift, pallet jack, lift truck and dolly.
- Operate office equipment including computers, and software application used for recording items.
- Participate in a variety of warehouse activities including inventory control.
- Maintain files and records.

- Communicate clearly and concisely, both orally and in writing. Provide effective customer service to customers.
- Establish and maintain effective working relationships.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural linguistic, ethnic backgrounds and disabilities of community college students and staff.
- Perform routine clerical tasks.
- Perform moderately heavy manual tasks.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Sit, stand and walk for prolonged periods; operate assigned equipment; lift 50 pounds; bend, stoop and kneel

Licenses and Certificates:

- A valid license to drive in California is required.
- Possession of, or ability to obtain, an appropriate, valid forklift certificate

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.

Special Requirements:

- None