

WAREHOUSE WORKER I
WAREHOUSE WORKER II

DEFINITION

To perform a variety of responsible duties related to the receipt, inspection, issuance, and surplus of supplies and materials; to prepare items for shipment; and to perform data entry for inventory and tracking purposes.

DISTINGUISHING CHARACTERISTICS

Warehouse Worker I - This is the entry level class in the Warehouse Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Warehouse Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Warehouse Worker II - This is the journey level class in the Warehouse Worker series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Warehouse Worker I

Receives immediate supervision from the Purchasing Supervisor; receives technical and functional supervision from the Senior Warehouse Worker.

Warehouse Worker II

Receives general supervision from the Purchasing Supervisor; receives technical and functional supervision from the Senior Warehouse Worker.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Receive, enter, and issue a variety of supplies and materials; research unmarked items for issuance to correct department.

Inspect items and notify end user if damaged and prepare appropriate documentation.

Participate in the City's surplus activities; recycle scrap materials.

Prepare items for shipping and coordinate with outside freight companies.

Load, unload and deliver items to various City facilities.

Assist with mailroom activities, as required; collect, sort, deliver and post mail.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Warehouse Worker I

Knowledge of:

Principles and practices of modern warehouse activities including the receipt, inspection, documentation and issuance of supplies and materials.

Basic accounting and record-keeping practices.

Equipment, tools and materials used in the operation of a warehouse.

Modern office equipment and procedures including use of a variety of software applications.

Ability to:

Learn to perform warehouse activities including the receipt, inspection, and issuance of supplies and materials.

On a continuous basis, know and understand warehouse and inventory functions and observe safety rules. Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while receiving, storing and shipping materials and supplies; perform simple and power grasping; pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Safely operate equipment including forklifts and pallet jacks.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One year of shipping and receiving warehouse experience.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Warehouse Worker II

In addition to requirements for the Warehouse Worker I:

Knowledge of:

Warehouse and inventory databases and software.

Supplies and materials commonly used by City departments.

Ability to:

Independently perform warehouse activities including the receipt, inspection, and issuance of supplies and materials.

Implement inventory control methods.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Warehouse Worker I with the City of Roseville.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License and Certificate

Possession of a valid California driver's license by date of appointment.

04-12-19

08-25-12

10-07-97

07-30-96

12-29-94 Warehouse Worker I/II

12-08-93

06-12-91 Warehouse Worker