

## **Escondido Union High School District Job Description**

**Job Title:** Warehouse Technician  
**Employee Unit:** Classified Bargaining Unit  
**FLSA Status:** Nonexempt  
**Job Family:** Fiscal and Related Classes  
**Salary Level:** 25  
**Approved By:** Board of Education  
**Approved Date:** 8/30/2011

### **NATURE OF WORK**

Receives, stores, and distributes material, tools, equipment, and products within the district by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receives merchandise and checks it against purchase order to insure accuracy and lack of damage for order.

Maintains back-order records.

Conveys materials and items from receiving or production areas to storage or to other designated areas.

Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.

Fills warehouse requisitions, or requests for materials, or other stock items and prepares them for distribution to schools sites or district office.

Maintains records of charges and remaining budget for stock items.

Keeps clear and concise records of items shipped to vendors.

Marks materials with identifying information.

Opens bales, crates, and other containers and assists with loading and unloading delivery vehicles.

Records amounts of materials or items received or distributed.

Uses computer to enter records.

Prepares parcels for mailing.

Maintains inventory records.

Maintains the warehouse in a clean and orderly condition, assuring security for all items and equipment in storehouse.

Operates a variety of vehicles of less than two-ton capacity for messenger and delivery assignments such as pickup and delivery of mail, district moneys, supplies and materials as necessary.

Prepares daily outgoing mail; operates postage machine on an occasional/substitute basis.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); minimum of one year of experience including increasing level of responsibility in warehousing and storage work involving the receiving, storing and issuing of supplies.

### **KNOWLEDGE OF:**

Modern warehousing systems and procedures, including methods of proper and orderly storage, receipt of materials, stock inventory procedures and space use for maximum utilization; safety and security procedures and practices; equipment, materials and supplies used in school districts; basic warehouse power equipment; oral and written communications skills; interpersonal skills using tact, patience and courtesy; record-keeping techniques; operation of a computer terminal; traffic laws, defensive driving techniques and rules of the road.

### **ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; communicate effectively with vendors and employees of the district; add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform these operations using units of American money and weight measurement, volume, and distance; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; operate a computer for maintaining records; operate postage machine; operate forklift.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license and good DMV record.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is

required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places. The noise level in the work environment is usually moderate.

### **COMMENTS**

The individual assigned to this position is responsible for the warehouse and activities therein and must demonstrate the ability to perform responsibly without direct supervision. As a representative of the Escondido Union High School District, the employee is expected to present a professional and helpful demeanor in servicing school and district sites, and to maintain friendly and courteous relationships with customers and vendors. Must demonstrate a commitment to the job in terms of reliability and service.