



## WAREHOUSE TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, to purchase, inventory, and maintain material and equipment for the District; to maintain stockroom and yard; to assist in shop and field work; to occasionally supervise personnel during inventory and yard maintenance activities, as assigned; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Warehouse Technician is a discrete journey level classification that is responsible for purchasing and maintaining inventory in the District.

#### **WORK SCHEDULE**

Generally, Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Occasionally required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Inventories and maintains proper supplies of a wide variety of materials and equipment used in pipeline construction and repair such as pipe fittings, valves, and clamps.
- Maintains accurate computerized inventory records.
- Conducts fiscal year inventory.
- Confers with vendors to obtain information, attain lowest prices, and coordinate deliveries.
- Prepares purchase orders and maintains purchase records.
- Maintain internal control procedures to eliminate theft.
- Receive purchased inventory and stocks shelves.
- Assists in other shop and field work at the District.
- Assists management in improving information workflow.
- Manage work order and job costing systems.
- Operates trucks and forklift.
- Responsible for shop and yard upkeep, organization, and maintenance.
- Performs related duties and assignments as directed.

#### **Knowledge of:**

- Broad overall District operations including water delivery and distribution system.

- Applicable District policies, regulations, and standard operating procedures used in inventory control, procurement, and warehousing.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Specifications, uses, and types of computers or computer-related equipment.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Follow oral and written directions.
- Demonstrate regular and predictable attendance.

**DESIRABLE QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

Equivalent to graduation from high school, preferably supplemented by course work in water quality, hydraulics, or engineering.

**Experience:**

- One (1) year of experience in water related repair and maintenance work and one (1) year experience in purchasing and warehousing of water related materials and equipment.
- One (1) year of experience in computer operations including ability to use Microsoft Word, Excel, and Access.

**Required License, Certificate or Training:**

Possession of an appropriate California Class C driver license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and material weighing up to 60 lbs.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: July 2004, August 2007, September 2023
- Approval/Adoption date: December 18, 2024