

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: 30
Approved By: Board of Education
Approved Date: 06/23/2021

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.

Processes and matches purchase orders with items received to ensure accuracy and lack of damage.

Receives and records all assets into the computerized district asset tracking system; helps coordinate and record the movement and tracking of assets throughout the district.

Maintains manual and electronic documents, files, and records (e.g. back-order records, charges, inventory, packing lists, shipping records, purchase orders, e-mail, etc.) for the purpose of documenting activities and providing reliable resource information.

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 school sites or district office.

Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding status of deliveries, availability of items, invoices, etc.

Coordinates the district's retention and destruction of all district records under the Director of Purchasing.

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 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 daily delivery assignments such as pickup and delivery of mail, district moneys, supplies and materials.

Oversees the mail of the district, including preparation of all outgoing district mail (e.g. packages, parcels, etc.) and district interoffice mail; operation of mail machine.

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.