



Tuolumne Utilities District  
Job Description  
**WAREHOUSE WORKER**

POSITION:	Warehouse Worker	DEPARTMENT:	Finance
REPORTS TO:	Purchasing Agent	FLSA Status:	Non-Exempt
PAY RANGE:	28	DATE PREPARED:	2015
INCUMBENT:			

**General Description:**

Under supervision of the Purchasing Agent, performs a variety of physical and clerical duties in the maintenance of materials and supplies. Receives, stores, and distributes materials, fittings, parts, tools, equipment, chemicals, and products necessary in the repair, replacement, operation and maintenance of District facilities. Drives a District vehicle to pick up and deliver supplies, chemicals and materials to work sites and District facilities. Performs other assigned duties as required.

**Essential Duties** – *Essential responsibilities and duties may include, but are not limited to, the following:*

**WAREHOUSE FUNCTIONS**

- Receives, accepts and unpacks shipments and verifies packing slips.
- Stocks shelves and bins, utilizes forklift in palletizing stock.
- Conducts and maintains inventory records and related record keeping, enters inventory into Springbrook system.

**DELIVERY FUNCTIONS**

- Delivers chemicals, materials and supplies to work sites and treatment plants. Plans and schedules efficient deliveries.

**CONSTRUCTION/ MAINTENANCE DEPARTMENT SUPPORT**

- Prepares daily material bins for maintenance crews.
- Maintains control records on tools issued to crews. Performs periodic inspections of electric and air tools and reports of any defective equipment.

**OTHER DUTIES**

- MSDS sheets update and maintenance.
- Performs general building and grounds maintenance within the office facilities complex.
- Assist with Purchasing Agent functions as assigned and necessary.

**Qualification Requirements:**

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

Knowledge of:

- ♦ General warehousing practices
- ♦ Bookkeeping, warehouse recordkeeping
- ♦ Basics of purchasing and inventory processes and controls.
- ♦ Familiar with construction products, such as piping, fittings and plumbing supplies.
- ♦ Safe work methods and safety precautions related to the work environment and to the job.
- ♦ Procedures and laws of safe motor vehicle operation.
- ♦ Use, purposes and maintenance of hand and power tools.

Skills

- ♦ Strong computer skills, including window-based programs, data entry and Springbrook.
- ♦ Operate forklifts, two axle trucks, pallet jacks, barrel lifts, hand trucks, and various hand tools.
- ♦ Perform a variety of semiskilled tasks in general construction, repair and maintenance.
- ♦ Read, write and perform arithmetic skills at the level required for successful job performance.
- ♦ Establish and maintain cooperative working relationships with fellow employees and the public.
- ♦ Maintain a clean and orderly work environment.
- ♦ Study for and pass a DMV Hazardous Materials certification.

**Physical Requirements:**

*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 stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**Environmental Demands:**

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

- Outside: Required to drive a vehicle in a variety of weather conditions ranging from ice and snow to +100°F.
- Inside: Indoor work will be in a temperature-controlled environment.
- Fumes/Gasses: Exposure to chemicals, gas fumes, various cleaning solutions,

disinfectants, bacteria and other hazardous material.

Noise: The noise level in the work environment ranges from quiet to moderately loud.

**Training and Experience:**

High school diploma or general education degree (GED). Basic reading, writing, arithmetic and computer skills. Experience in general warehousing, bookkeeping, or an equivalent combination of education and experience.

**Licensing Requirements**

- Possession of a valid Class C California driver’s license with a commercial hazardous materials endorsements, or must obtain the same within three months of hire. Must have and maintain a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Possession of a Forklift Operator Certification or must obtain within three months of hire.

**Special Testing:**

- Drug/Alcohol Testing: This position is subject to drug and alcohol testing requirements of the Federal Department of Transportation.
- Pre-Employment Physical: This position must pass a pre-employment physical. This position may require a respiratory fit test if working in an environment or handling hazardous materials that require respiratory protection.

**Work Hours:** Monday through Friday from 7:00 am to 4:00 pm. Subject to change as required to meet the needs of the District.

I have reviewed and agree that this job description accurately reflects the position. I understand I must meet the position requirements within the time designated.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

Approved by General Manager: Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_