



UNION JOB DESCRIPTION

TITLE: **Beginning Warehouseman**

DEFINITION:

Under the direction of the Warehouse Foreman, Stores Planner or Storekeeper, learns and completes the District's salvage process. Makes hand coils and fits new seven foot cross-arms with hardware. Issues, inspects and returns materials. Drives various District vehicles and delivers material to Crews and assists with other warehouse duties.

DISTINGUISHING CHARACTERISTICS:

Incumbents must pass a written and physical examination for placement into this position. The Beginning Warehouseman is a learning/training position with step progressions, time requirements, and increased responsibility assigned as knowledge and experience is gained. (Two-year training program) Progression from Beginning Warehouseman to Warehouseman does not require a bid, but is contingent on satisfactory job performance evaluation.

Each six months, a formal performance evaluation will be administered by the Manager, Foreman and the training Storekeeper, to assure the incumbent is achieving the necessary experience and training and exhibiting knowledge and skills to progress to the Warehouseman classification.

FIRST SIX (6) MONTHS:

ESSENTIAL JOB FUNCTIONS:

1. Performs salvaging and cleans both new and used material for returns.
2. Performs wire winding and fits new seven foot cross arms with hardware.
3. Delivers District supplies to various locations on a daily basis.
4. Fill propane tanks for crews.
5. Furnishes the dock and back of the Warehouse with pans and pallets for the crews for new and used material.

Knowledge gained/Training received:

- Propane and Forklift Certification.
- CPR and First Aid training and certification.
- Defensive driving training.
- Orientation of warehouse processes and materials.
- Fundamentals of the Warehouse.
- District Accident Prevention Manual.
- Fundamentals of Electricity.
- Obtain Valid Washington State Commercial Driver's Permit and License, Class A, within first six months in the job.

SECOND SIX (6) MONTHS:

ESSENTIAL JOB FUNCTIONS:

1. All duties outlined for first six (6) months above.
2. All aspects of issuing and returning of materials and associated recordkeeping.
3. Stocks exempt bins on dock.
4. Begins training on Front Desk and Receiving duties.

Knowledge gained/Training received:

- Orientation to and working with the Master Catalog.
- Loed Training.
- Outer office orientation and training.
- Orientation to procedures associated with material delivery.

THIRD SIX (6) MONTHS:

ESSENTIAL JOB FUNCTIONS:

1. All duties outlined for first twelve (12) months above.
2. Familiarization with trucking operations. Upon completion of this orientation, incumbent will be placed on the overtime call out list.
3. Begins local pick-up truck material deliveries
4. May be required to fill in at outer offices during emergencies.

Knowledge gained/Training received:

- Training on the knuckle boom with stiff legs.
- Heavy Duty Freight Truck.

FOURTH SIX (6) MONTHS:

ESSENTIAL JOB FUNCTIONS:

1. All duties outlined for first eighteen (18) months above.
2. Outer office fill in.
3. Introduction and familiarity with performing cycle count inventory.
4. Demonstrates use of tools (computer programs, etc.) of the trade.
5. Prepares recordkeeping as relates to Material Requests and returns as trained.
6. Demonstrates knowledge of materials and standards used at the District.
7. Completes work in a safe and efficient manner.
8. Other warehouse duties as assigned.

Knowledge gained/Training received:

- Applicable policies, procedures and agreements of the District.
- Materials and tools used in the Warehouse and the District.
- Cycle count inventory training.
- Computer classes (i.e. MS Word, MS Excel, etc.)

OTHER RESPONSIBILITIES: (during all 6 month training phases & thereafter)

1. Ensures the work area is kept clean and safe.
2. Stocks the dock and back of the warehouse with pans and pallets for the crews to place new and used material.
3. Other warehouse duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Storeroom, District and warehouse practices, policies and standards (this knowledge is gained throughout the training process).
- Oral and written communication techniques.
- Basic mathematics.
- District Accident Prevention Manual during the first six months of employment.

Ability to:

- Communicate and work effectively with all District employees and customers.
- Use computers, automated systems and databases, and learn new computer software (including materials management systems) implemented by the District after completion of training.
- Operate a calculator, copy machine, bar code equipment, and printers.
- Gain knowledge, comprehend and implement material management and handling techniques.
- Lift, carry and move various warehouse items safely.
- Exercise independent judgment.
- Work in a safe manner.
- Work in a team environment and be an effective team member with a strong customer focus.
- Obtain Washington State CDL, Class A, within 6 months after starting in position.

These qualifications are those usually exhibited by a person with:

Education/Experience:

- High School diploma or equivalent.
- Successful completion of the written and physical abilities testing process.

License or Certification:

- Valid Washington State Driver's license, with good driving record (immediately).
- Valid Washington State Commercial Driver's Permit, Class A, within 6 months from start of job.
- Valid Washington State Driver's Commercial Driver's License, Class A, within 6 months from start of job with maintenance thereafter.
- CPR/First Aid Certification during first 6 months from start of job.
- Propane/Forklift Certification during first 6 months from start of job.
- Successful completion of a basic math test.
- Successful completion of a physical abilities test.
- Pass a joint collaborative interview process.
- Pass a criminal background check and driving record check.

PREFERRED QUALIFICATIONS:

- Previous warehouse work environment preferred.

WORKING CONDITIONS:

- Work is performed in both a warehouse and field environment.
- Employee may be exposed to loud noises from machinery, external weather conditions when working in the field, and chemical/hazardous materials and spills.
- The employee must be able to lift and carry an average of 65 pounds.
- Long periods of sitting and driving a freight vehicle and using repetitive hand movement on a computer keyboard is required.
- Must be able to work long hours as storm or emergency conditions dictate.
- The employee will be expected to take overtime call outs due to emergency situations.