



UNION JOB DESCRIPTION

TITLE: Warehouse Freight Operator

DEFINITION:

Under the direction of the Stores Foreman or their delegate, drives District vehicles to regional offices, construction job sites and other locations based on District needs to deliver, load and unload materials. Performs other duties related to Warehouse operations.

DISTINGUISHING CHARACTERISTICS:

The incumbent be able to perform the duties of lower Warehouse classifications and fill in for any of these positions when needed due to storms, vacations, etc. This position is filled based on the most senior qualified candidate.

ESSENTIAL JOB FUNCTIONS:

1. Drives freight trucks and delivers material to various locations based on District need; drives, loads, and unloads truck-mounted forklift for all-terrain pickup and delivery of materials; transports surplus material (computers, typewriters, etc.) from outer offices to Ops Center and; delivers jobs from OPS to jobsites and outer office pole yards and offices as needed.
2. Loads and unloads District freight at various locations.
3. Operates Load and Knuckle Boom with stiff legs.
4. Initiates problem resolution and District process improvements when applicable.
5. Trains employees on loading, securing, operating freight trucks and use of knuckle boom.
6. Utilizes computers, bar code systems and computer systems.
7. Develops and maintains freight truck operating procedural manuals.

OTHER RESPONSIBILITIES:

1. Trains senior employees on Warehouse Freight Operator position.
2. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Materials Management and Inventory Control techniques.
- Storeroom, Warehouse and District policies, standards and procedures, the Collective Bargaining Agreement and letters of understanding to ensure proper procedures are followed.
- Materials used for District construction projects and basic functions of user departments.
- Automated inventory data collection and bar code technology.
- Basic mathematics.
- Computers and computer applications and software including word processing, spreadsheets, databases, electronic mail, the District's Materials Management System (MMS) and data processing as related to material and inventory control.
- Oral and written communication techniques.
- Equipment necessary to pick, move or transport supplies including experience operating a load, knuckle boom with stiff legs, forklift and other District vehicles.

MINIMUM QUALIFICATIONS: (continued)

Knowledge of (continued):

- Occupational hazards and safety precautions required for Warehouse Freight Operators.
- First Aid and CPR methods.
- District Accident Prevention Manual.

Ability to:

- Communicate and work effectively with all District employees and customers.
- Train employees. Train staff and District employees in Material Management and handling techniques and the District's current Materials Management System (MMS) software.
- Use computers, automated systems and databases, and learn new computer software implemented by the District.
- Lift, carry, and move various Warehouse items.
- Use equipment necessary to pick, move or transport supplies.
- Plan and organize work, incorporating changing District priorities.
- Exercise independent judgment.
- Coordinate a variety of tasks and assignments simultaneously.
- Perform duties in the Warehouse Unit.
- Work in a safe manner.
- Work in a team environment and be an effective team member with a strong customer focus.

These qualifications are those usually exhibited by a person with:

Education/Experience:

- High School diploma or equivalent.

License or Certification:

- Valid Washington State Driver's License with a CDL Class A Endorsement.
- Propane Certification.
- Forklift Certification.
- CPR/First Aid certificate.
- Completion of Defensive Driving Class.
- Successful completion of the Fundamentals of Electricity training.

WORKING CONDITIONS:

- Work is performed in both a warehouse and field environment.
- Employee may be exposed to loud noises from machinery and may be exposed to external weather conditions when working in the field.
- The employee must be able to lift and carry on 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.