



UNION JOB DESCRIPTION

TITLE: Warehouseman

DEFINITION:

Under the direction of the Warehouse Foreman, Stores Planner or Storekeeper, performs all aspects of the salvage process. Issues and returns material, stock shelves, and makes material deliveries. May fill-in at the outer warehouses, and performs other duties related to warehouse operations.

DISTINGUISHING CHARACTERISTICS:

The incumbent must be able to work in any of the warehouse positions (for which they are trained) when needed due to storms, vacation relief, etc. Progression from Warehouseman to Head Warehouseman does not require a bid, but is contingent on satisfactory job performance evaluation.

ESSENTIAL JOB FUNCTIONS:

1. Salvages and cleans materials (new and used) for returns.
2. Performs wire winding and fits new seven-foot cross-arms with hardware.
3. Issues and returns materials and completes associated recordkeeping.
4. Performs Dock Stocking free bins.
5. Performs outer office fill-in when required.
6. Loads and unloads District freight.
7. Contacts Stores Planner for material shortages and stock level revisions.
8. Follows and applies Storeroom, Warehouse and District policies, standards and procedures.
9. Performs all duties of lower level Warehouse classifications.

OTHER RESPONSIBILITIES:

1. Ensures a clean and safe work area.
2. Other warehouse duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Material Management and inventory control techniques.
- Storeroom, Warehouse and District policies, standards and procedures and the Collective Bargaining Agreement and letters of understanding.
- Materials used for District construction projects and basic functions of user departments.
- Basic mathematics.
- Automated inventory data collection and bar code technology.
- Computers and computer applications and software including word processing, spreadsheets, databases, electronic mail, the District's Material Management System (MMS) and data processing as related to material and inventory control.
- Oral and written communication techniques.
- Occupational hazards and safety precautions required for Warehouse workers.
- First Aid/CPR methods.
- District Accident Prevention Manual.

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.
- 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.

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 CDL (Class A) endorsement.
- CPR/First Aid certification.
- Propane certification
- Forklift certification.
- Successful completion of a 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, 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.