

DEFINITION:

Under general supervision, perform duties related to purchasing, ordering, receiving, dispersing, and salvaging of materials and equipment.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by the employees in this classification. However, employees may perform other related duties. The duties listed are not necessarily performed by each individual in the classification:

1. Maintain a computerized inventory system.

Measure: Accurate records are maintained on inventory levels.

2. Order materials, supplies, and equipment.

Measures: Sufficient materials, supplies, and equipment are ordered in accordance with established procedures and practices. Follows City purchasing procedures. Completes accurate records and reports.

3. Deliver materials, supplies, and equipment to job site or other locations as required.

Measures: Work is performed accurately and safely.

4. Maintain warehouse area; i.e. sweep the floor, clean up spills, pick up tools and keep shelves and storage bins properly arranged.

Measures: Warehouse is kept clean, neat, and organized.

5. Keep records of fuel, lubricants, and other materials, supplies, and equipment.

Measures: Accurate and up-to-date records are kept and maintained.

6. Pick up parts and materials.

Measures: Work is performed within reasonable timeline.

7. Assist other employees in operation and maintenance of Electric Utility facilities including power plants.

Measures:

8. Perform other related duties as required.

QUALIFICATIONS:

Knowledge of:

Warehouse operations, procedures, and policies; computerized warehousing and inventory systems; and inventory control procedures.

Ability to:

Interact effectively with the public and employees; forklift operation and maintenance; operate a pickup truck; keep records and reports; operate a computer terminal; and follow written and oral instructions.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent.

Experience:

Typical experience would include prior experience in warehouse operations.

Special Requirements:

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.

Working conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **POWER PLANT WAREHOUSE WORKER** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

STATIC STRENGTH: Lift cardboard boxes of supplies weighing 100-lbs. from pallet onto a dolly.

EXPLOSIVE STRENGTH: With your arms and hands, shove a cement water meter box 2-feet.

DYNAMIC STRENGTH: Continuously push large reels of cable wire to adjust their positions in order that they may be lifted by the forklift. (Not required of every position)

TRUNK STRENGTH: Continuously bend over to place boxes on lower shelves in the warehouse.

STAMINA: Continuously carry cardboard boxes from the receiving bay to the warehouse.

EXTENT FLEXIBILITY: While lifting boxes, bend, twist and turn while placing them into their appropriate place.

DYNAMIC FLEXIBILITY: Continuously reach out to sort miscellaneous items.

SPEED OF LIMB MOVEMENT: No critical elements identified.

WHOLE BODY COORDINATION: Coordinate the movement of the body, arms and legs while walking down narrow aisles and carrying boxes of supplies.

WHOLE BODY EQUILIBRIUM: Maintain your balance in and around the warehouse on wet and raining days. Maintain your balance while outside of the warehouse on very windy days.

ARM-HAND STEADINESS: Hold a flashlight steady at night when loading supplies and materials. Hold a note pad steady while conducting inventory and checking items off of the list with a pencil.

MULTI-LIMB COORDINATION: Operate a forklift. Operate a vehicle with an automatic transmission.

MANUAL DEXTERITY: Handle an electric hand-held drill.

FINGER DEXTERITY: Sort through the various sized nuts that are returned in order to put them on the right sized bolts. Place nuts onto bolts. Type information into the CRT.

NEAR VISUAL ACUITY: Read freight bills to verify orders and deliveries.

FAR VISUAL ACUITY: See approaching vehicles while flagging.

COLOR DISCRIMINATION: Distinguish among color-coded stock items.

HEARING QUIET: Hear and understand radio requests for items from the warehouse.

HEARING NOISY: Hear the caller on the telephone over noisy generator.

HEARING LOCATION: Determine from what location forklifts are coming.

HEARING DISCRIMINATION: Distinguish between the truck bell and the receiving bell.