



MARIN MUNICIPAL WATER DISTRICT

Warehouse Worker III

DEFINITION

Under general supervision, to perform a variety of tasks in the ordering, receipt, storage and distribution of materials; to perform general warehousing and clerical duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents within this classification perform the more difficult and skilled tasks, work independently much of the time, and supervise one or more subordinates.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Maintains inventory at minimum stock levels;
- reviews future job material requirements request computerized inventory reorder reports and prepares requisitions to order needed items;
- reviews and codes stores requisitions and issues materials;
- receives, inspects, counts and stores materials and supplies;
- maintains a variety of records relating to inventory, purchasing and general warehousing activities;
- conducts and reconciles the annual physical inventory;
- operates a variety of equipment in connection with the receipt, storage and issuance of materials;
- supervise the work of others;
- prepares local purchase orders;
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Methods used in receiving, inspecting and delivering materials and supplies;
- warehouse procedures;
- inventory control procedures;
- District safety policies and Cal/OSHA regulations pertaining to warehousing and equipment operation;
- principles and basic operation of a computer.

Ability to:

- Operate delivery vehicle and equipment used in the warehouse for receiving and storing materials;
- function within a computerized inventory system;
- maintain neat and accurate records and make calculations;
- lift and carry 50 pounds;
- supervise the work of others as assigned;
- deal effectively with those contacted in the course of work;
- understand and carry out written and oral instructions;
- perform basic functions in the operation of computer equipment;
- drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- two years of experience in warehousing, purchasing, construction and maintenance, or a related field.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: June 1983
Revised: October 2008
Approved by: Human Resources Manager