

## **WAREHOUSE TECHNICIAN**

**Rev. June 2022**

**Job No.: Z411**

**Reports to:** Supervisor, Distribution Center

**Dept./Campus:** Business Services

**FLSA Status:** Non-exempt

**Pay Grade:** Z4

**Term:** 247 Days

### **PRIMARY PURPOSE:**

To assist in receiving, storing, issuing and delivering of equipment, tools, and supplies, maintaining inventory control, and doing the required record keeping.

### **MAJOR RESPONSIBILITIES AND DUTIES**

- Pick-up /deliver mail and intra-district transfers from campuses and administrative offices.
- Pull customer orders from warehouse inventory and prepare for delivery.
- Deliver palletized supplies to campuses and other district facilities.
- Accurately records pick-ups and deliveries on daily route log.
- Issues and receives receipts from campuses/departments to verify order deliveries.
- Unload and verify deliveries from outside vendors to the warehouse.
- Operate district vehicles safely and professionally following all traffic ordinances.
- Sort, process and deliver intra-campus and U.S. Mail.
- Assist with receiving, processing and delivery of textbooks and instructional materials.
- Maintain a safe work environment and report unsafe conditions to supervision.
- Pick-up district asset items and deliver to appropriate location.
- Process district surplus assets for re-disposition.
- Assist with the organization of assets for sale or disposal.
- Protect confidentiality of records and information; discusses information only with supervision.
- Maintains safety mindset in all duties performed; to include but not limited to driving, material handling and job site evaluation.
- Pick-up and deliver items from site to site as needed to support district needs.
- Provide support of district setups for special functions.
- Participate in appropriate in-service and workshop programs.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Fork lift certification preferred.
- Valid Texas driver's license with no serious violations.
- Pre-Employment Entrance Medical Examination prior to the beginning of employment duties (may condition the offer of employment on the results of such examination).
- Experience with deliveries and inventory control procedures preferred.

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### **Knowledge/Skills/Abilities:**

- Knowledge of technology-based inventory; and inventory/warehouse systems experience preferred.
- Ability to understand and follow written and verbal instructions; communicate effectively; and document and fill out required logs and forms.

### **Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Position will require the ability to drive, walk, stoop, kneel, climb and bend to perform work.
- Occasionally ascends/descends a ladder.
- May be exposed to intermittent sounds of a loud nature.
- May be exposed to outdoor weather conditions during portions of the day.
- May be exposed to high or low temperatures in the warehouse.
- Must move about within building to perform warehouse work.
- Must be able to stand or walk for sustained periods of time.
- Work near moving mechanical equipment.
- Constantly operates equipment and machinery.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently lifts and moves items weighing up to 90 pounds.
- Maintain composure and professionalism at all times.

### **Equipment Used:**

- District vehicles: delivery van and 26' box truck (non-CDL).
- Equipment dollies, fork-lift, pallet-jack, shrink wrap machine and hand tools.