

SENIOR WAREHOUSE WORKER

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in a variety of warehouse activities including the receipt, verification and issuance of supplies and materials; and to provide administrative support to the Purchasing Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Warehouse Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing Supervisor.

Exercises technical and functional supervision over assigned warehouse personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, review, and participate in the work of staff assigned to a variety of warehouse related duties including receiving, inspecting, issuing, storing and shipping of supplies and materials.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies; review the work of staff engaged in a variety of warehouse activities.

Oversee and participate in the City's surplus activities; list items for surplus and ensure City policies and procedures are adhered to.

Obtain quotes and assess price and quality of items; issue purchase orders and approve invoices according to established purchasing limits.

Senior Warehouse Worker

- 2 -

Receive, verify, log and issue products; maintain and conduct warehouse inventory.

Load, unload and deliver items to various City facilities; prepare items for shipping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles and practices used in the receipt, storage and issuance of supplies and materials.

Modern warehouse and inventory control practices.

Basic accounting and record-keeping practices.

Equipment, tools and materials used in the operation of a warehouse.

Modern office equipment and procedures commonly used in warehouse and inventory activities.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

On a continuous basis, know and understand warehouse and inventory functions and observe safety rules. Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while receiving, storing and shipping materials and supplies; perform simple and power grasping; pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Use a variety of personal computer software, including word processing, spreadsheet, and inventory management applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible experience performing duties similar to that of a Warehouse Worker in the City of Roseville.

AND

Training:

Equivalent to an Associate's degree from an accredited college or university in business administration, accounting, or related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

08-25-12 Senior Warehouse Worker
01-17-96 Warehouse Leadworker