

TITLE: Warehouse Specialist

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general direction, oversees and performs all operations pertaining to receipt of physical goods and movement of assets. Delivers, sets up, and coordinates all classroom moves and major events. Leads and assists many departments with their logistical needs and re-configurations.

DISTINGUISHING CHARACTERISTICS:

The Warehouse Specialist is distinguished from the Warehouse Assistant by the increased responsibility for the oversight of the daily activities of a district warehouse.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees the daily operations of the District's warehouses. Receives deliveries and logs and distributes all inventory. Logs and tags assets for inventory.
2. Outfits, remodels, and moves items in new buildings, classrooms, and campuses. Manages and supervises vendors on large moves and confirms items are correct and free from defects.
3. Organizes, sets-up, delivers, cleans, and returns event furnishings and materials.
4. Oversees vehicle and equipment inspection and maintenance. Schedules and delivers vehicles from Grounds, Facility Operations, and Warehouse for repairs.
5. Handles and documents storage and transportation of hazardous materials.
6. Fills supply requisitions. Assists buyer in ordering adequate stores and supplies. Delivers orders to faculty and staff.
7. Maintains and inspects all warehouse equipment for safe operation.
8. Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs, and surplus property.
9. May serve as a lead worker to other classified staff in the area.

KNOWLEDGE OF:

1. Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials.
2. Fixed asset and warehouse record keeping systems.
3. Basic stock inventory procedures.
4. Requisitions, purchase orders, invoices, packing slips, bills of lading, and freight tags.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Warehouse Specialist

ABILITY TO:

1. Perform general warehouse duties.
2. Maintain manual and computer records.
3. Perform physical labor.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

2+ years of previous experience working in warehouse and storage operations.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Forklift operation certification.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).