

Warehouse Worker

California State Personnel Board Specification

- **Schematic Code:** PB20
- **Class Code:** 6220
- **Established:** 02/01/1962
- **Revised:** 05/20/1986
- **Title Changed:** 04/24/1974

Definition

Under supervision, to perform journeyman work in the receipt, storage, inventory, and issue of materials; to use powered or nonpowered materials handling equipment as necessary; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Typical Tasks

Loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by hand or by use of powered or nonpowered materials handling equipment; assists in the receiving, unpacking, and checking of incoming material against invoices or bills of lading to verify items and quantities received; palletizes, tags, and moves material to designated locations; stocks and restocks shelves, bins, or other storage facilities; pulls, repalletizes, and assists in the preparation of material for local issue or shipment; selects specified items and assembles material in shipping bays; maintains simple records; keeps floors and storage areas clean and orderly; as assigned, may occasionally operate motor vehicles.

Minimum Qualifications

Possession of a Class III California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).* and Either I One year of experience in the California state service performing the duties of a Service Assistant (Warehouse and Stores).

Or II

One year of experience assisting in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

(*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

Knowledge and Abilities

Knowledge of: Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records.

Skill in: Operation of powered materials handling equipment.

Ability to: Read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; follow instructions.

Special Personal Characteristics

Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

Additional Desirable Qualification

Equivalent to graduation from high school.

Updated 6/3/2012