CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	**DISTRICT/DIVISION/OFFICE**	
Warehouse Worker	Division of Procurement and Contracts	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE**
Warehouse Worker	702-032-6220-xxx	February 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the direction of a Warehouse Manager II the incumbent performs warehouse worker duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
85% (E)	Pulls, re-palletizes and assists in the preparation of materiel for local issue, which may include stock signs, or special freeway signs for shipment. Cartons can weigh as much as, if not more than, 55 pounds. Special freeway signs can weigh in excess of 100 pounds requiring extensive pulling, lifting, and pushing to prepare for shipment. Filling yard orders will at times require working in inclement weather. Stocks and restocks shelves, bins, and bulk yard storage areas. Transports materiel to specified areas by hand or by means of hand truck, gas, propane, or electric powered (Battery-Powered) materiel handling equipment. Delivery of local orders with Bobtail Truck or cargo van.
10% (E)	Assists in the receiving, unpacking and checking of incoming materiel to verify items and quantities received. Palletizes, tags, and moves materiel to designated locations. Loads and unloads trucks, and other common carriers that make deliveries and pick-ups at the warehouse.
5% (E)	Keeps floors and storage areas safe, clean and orderly.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

As a journey level Warehouse Worker, incumbent is expected to have knowledge of standard warehousing practices covering receiving, shipping, packing and storing of a variety of commodities both in a warehouse and outside storage areas. The incumbent is expected to have familiarity with the ability to use a variety of materiel handling equipment. This equipment can be hand, fuel or battery powered. Incumbent must also have the ability to operate all motor vehicles requiring a Class "C" driver's license. Must have knowledge of safety practices as they apply to warehouse operations. The ability to read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; and follow instructions.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Incumbent is responsible for accuracy in pulling and shipping the correct item and quantities of materiel, and for assuring that the correct item and quantities are received and stored in the proper locations, and is responsible for applying safe practices at all times so as not to cause injury to themselves or other employees.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with common carriers in the receiving of deliveries and shipping of materiel. Has daily contact with Caltrans Offices in the deliveries of local shipments, pick up of publications and printouts from headquarters. Will assist in daily contact with walk-in orders when needed.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

Employee will occasionally be required to assist team members in lifting special signs that can exceed 100 pounds, requiring pushing, lifting and pulling. Sign crates and cartons weighing 55 pounds or more will require stacking and or moving by hand, requiring physical lifting capabilities (Warehouse policy and procedures require all employees to request assistance when lifting or handling any items weighing in excess of 50 pounds.). Employee will be required to sit for long periods of time using a keyboard and video display terminal when preparing reports or time sheets. This position requires extensive climbing of stairwells to access materiel stored on the mezzanines.

WORK ENVIRONMENT

While at their base of operations, employees will work in variable temperatures in the warehouse under artificial and natural lighting. Employee will also be required to work outdoors and can be exposed to rain, dirt, wind, noise, uneven surfaces, and/or extreme heat or cold temperatures.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

_____
EMPLOYEE'S NAME (Please Print)

_____
EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

_____
SUPERVISOR'S NAME (Please Print)

_____
SUPERVISOR DATE