

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Warehouse Worker	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Warehouse Worker	POSITION NUMBER 702-032-6220-xxx	EFFECTIVE September 2014

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 or Material and Stores Supervisor at the Sacramento Warehouse, the incumbent performs basic 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. (Warehouse policy and procedures require all employees to request assistance when lifting or handling any items weighing in excess of 50 pounds.) Filling yard orders may require working in inclement weather. Binder assembly in publications may require periods of prolonged standing and or sitting. (In durations not to exceed 2 hour periods.). Stocks and restocks shelves, bins, bulk and yard storage areas. Transports materiel to specified areas by hand or by means of hand, gas, propane, or electric powered (Battery-Powered) materiel handling equipment. Delivery of local orders with Bob Tail Truck..

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. May on occasions offer lead to student assistants in the assembly of publication manuals and mentor for order filling.

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/RESPONSIBILITY 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 them selves 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 may be required to assist in lifting special signs that can exceed 100 pounds, requiring pushing, lifting and pulling. Sign crates and cartons weighing 55 pounds or more may require stacking and or moving by hand, requiring physical lifting capabilities. Employee may 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 a climate controlled warehouse operation under artificial lighting. Employee may also be required to work outdoors and may be exposed to rain, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.

Mel Cornsilk

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE