

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Warehouse Worker	OFFICE/BRANCH/SECTION DBFS/Office of Business Services & Security/Ship/Rec/Mail	
WORKING TITLE Warehouse Worker	POSITION NUMBER 702-035-6220-xxx	EFFECTIVE DATE 12/01/2015

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 direct supervision of the Material & Stores Supervisor the incumbent in this position is responsible for the shipping, receiving and warehousing operations at our Sacramento buildings. Responsible for internal deliveries to designated mail stops located at their assigned locations, delivering and picking up items to and from off site Caltrans locations located in the Sacramento area, driving company vehicles as well as forklift and other material moving equipment.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Performs the shipping and receiving duties for all materials delivered to programs located at the Sacramento area buildings. Typical duties include the receipt of materials, checking for the condition and completeness of shipments, and the delivery of all shipments to customers throughout the Sacramento area. Duties require the use of powered and non-powered materials handling equipment in the performance of these duties (e.g. forklift, pallet jacks and other carts).
30%	E	Maintains storage and warehouse locations in the Sacramento area Buildings in a clean and orderly manner. Ensures shipments received are properly documented, maintains logs of accountable shipments, prepares and processes incoming/outgoing shipments via carriers; e.g. freight companies, UPS, FED EX, and other couriers. Processes all freight claim issues and interacts with Department of General Services Traffic Management as required.
20%	E	(E) Processes outgoing and incoming daily shipments via US Mail, Golden State Overnight and Fed Ex or other couriers. Maintains inventory of operational supplies for Shipping & Receiving (S&R), and Mail Operations. Assists in the processing and distribution of inbound and outbound freight and materials.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess the basic knowledge and understanding of the methods and practices of warehousing; possess the experience and ability to use the necessary materials handling equipment in the performance of S&R responsibilities. The incumbent must be able to effectively discharge assigned duties related to accountability for materials, equipment and personal safety. The incumbent must have the ability to follow oral and written directions, make mathematical computations necessary for material accountability, evaluate situations accurately and take effective action with a minimum of specific direction. The incumbent must be able to develop clear and concise reports and maintain accurate records, deal tactfully with other employees and treat all customers with dignity and respect. The incumbent must be able to operate motor vehicles and possess and maintain a valid Class "C" driver's license. Must have knowledge of the safety codes and safe practices applicable to warehouse operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to effectively and completely discharge the duties can result in the loss of property, increased costs for the Department, deliver unacceptable levels of service to our customers, create ineffective and unacceptable working relationships with co-workers and customers and present an overall negative impression of the branch and division.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

The incumbent makes decisions regarding the receipt, transfer and delivery of materials from S&R to the program staff throughout the Sacramento area. The incumbent has interaction with various external vendors pertaining to mail operations. Exceptional customer service is critical to success and a key element in meeting expectations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The position is physically demanding due to the large volume of shipments processed, the frequency of shipments, the weight of packages, and the demands of customers. In addition, the incumbent must be able to routinely lift 50+ pounds, carry bulky items and provide assistance in setting up facility conference areas or other duties as required.

Mental: Must have the ability to successfully adapt to changing situations and priorities, and complete tasks or projects in a high quality, timely manner. Formulates new insights into situations and develops innovative solutions to make suggestions for organizational improvements. This is a very active position that will require the incumbent to be flexible in their performance of assignments and duties and to deliver the highest level of customer service.

Emotional: May be subjected to and have the ability to handle irate individuals in a calm manner. Must be able to resolve emotionally charged issues reasonably and diplomatically. Values diversity and the individual differences that each employee brings to the workplace.

WORK ENVIRONMENT

The incumbent will work in storage areas, warehouses or office settings consisting of a mix of conventional and modular furniture. While delivering packages and mail, the incumbent may be exposed to inclement weather conditions. It is a demanding and stressful work environment.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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 (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
