

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Warehouse Worker	OFFICE/BRANCH/SECTION 03 / Maintenance / Maintenance Support	
WORKING TITLE Warehouse Worker	POSITION NUMBER 903-600-6220-XXX	EFFECTIVE DATE

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 supervision of the Chief Maintenance Support, Region Manager I, and under the guidance of a Materials and Stores Specialist, the District 3 Warehouse Worker will issue, receive, store, pick up, and deliver supplies and process paperwork for the inventory in the District 3 Warehouse. Class C driver's license is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Issue supplies from the Warehouse from local requests-EDP. Log all requests with issuing document number and check document for correct coding. Provide assistance to users by answering questions on descriptions, units of issue, quality of items stocked, and availability of items. Handle complaints from users.
35%	E	Receive supplies from other state warehouses, vendors, and other state agencies. Check shipments for damaged and or shortage of items. Count, label, and stock all inventory items.
15%	E	Process all paperwork necessary for maintaining an accurate inventory database. Input receiving and disbursing information from warehouse.
10%	E	Deliver, ship, and pickup supplies and surplus items using a class 3 vehicle, hand truck, and/or other material handling equipment. Request traffic routings of shipments and prepare bill of lading and package supplies for shipment to other locations.
5%	M	Perform miscellaneous tasks such as but not limited to: housekeeping to the warehouse area, follow up on problems and discrepancies in the warehouse, update the District stores catalog, and perform other miscellaneous related tasks.

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

Does not perform direct supervision to employees. May provide functional guidance to other warehouse employees, to Special Programs People, and to Student Assistants working in the District 3 Warehouse

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires knowledge of modern warehouse practices, basic computer operations, and of basic warehousing and inventory control to make sound decisions related to the warehouse operation.

The ability to operate a class 3 vehicle, certify for forklift operation, read and write English at a level required for successful job performance, perform heavy lifting, bending, stooping and standing for long periods of time, work independently; work and communicate effectively with those contacted in the workplace, keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.
Must possess a valid Class "C" California Driver's License and operate a Class C vehicle during performance of work specified.

DESIRABLE QUALIFICATION

Possession of a "B" California Drivers License.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors are incorrect supplies issued, lack of service to District employees, poor inventory accountability, wasted funds for excess supplies when poor records are kept. The Warehouse Worker performs the day to day operation of the District Warehouse. Any major problems, changes or decisions should be reported to the Materials & Stores Specialist.

PUBLIC AND INTERNAL CONTACTS

The Warehouse Worker has first hand contact with District employees, delivery people from other State agencies and private vendors. The Warehouse Worker will, at all times, conduct herself/himself in a courteous and professional manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. The incumbent must have the physical ability to lift large bulky items weighing up to 50 lbs.; the ability to carry, reach, push/pull, and grasp warehouse inventory items; and the stamina to bend, stoop, and stand for long periods of time.

WORK ENVIRONMENT

The incumbent will work in a warehouse inventory environment both inside a building and outside. May be required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, chaps, or other safety gear must be worn when required by the Department.

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)

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SUPERVISOR (Signature)

DATE
