

POSITION DUTY STATEMENT

PM-0924 (REV 09/2014)

CLASSIFICATION TITLE Caltrans Warehouse Worker	DISTRICT/DIVISION/OFFICE District 12/Maintenance/Maintenance Support	
WORKING TITLE Caltrans Warehouse Worker	POSITION NUMBER 912-690-6220-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility cross California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.)

Under the direction/guidance of a Caltrans Warehouse Materials and Stores Specialist/Supervisor, Caltrans Area Superintendent/Maintenance Manager I; the Warehouse Worker performs journey person work in the receipt, storage and inventory of materials; transports materials to specific areas either by use of powered or non powered materials handling equipment as necessary. This position is a work week of Monday through Friday, 5/40 schedule. Work scheduled time is from 06:00 am 02:30 pm. The incumbent may be required to work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required and/or intermittent varied work shifts and may be required to respond to emergency situations and calls.

This classification requires a valid class "C" drivers license. Duties include but are not limited to:

TYPICAL DUTIES: BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.

Percentage Essential (E) / Marginal (M)	Job Description
80% (E)	The Warehouse Worker loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by use of powered (sit/stand forklift, battery pallet jack) or non-powered(pallet jack, cart)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 materials to designated locations; stocks and re-stocks shelves, bins or other store facilities. Pulls, re-palletizes and assists in the preparation of material for local issue or shipment; selects specified items and assembles material in shipping bays. May occasionally operate motor vehicles; work with supplies and vendors on a daily bases, either in writing or by telephone.
10% (E)	The Warehouse Worker will maintain records pertaining to delivery, invoice, thru the EFIS/MAR computer programs
10% (E)	The Warehouse Worker will keep floors, and storage areas clean and orderly; as assigned, may operate motor vehicles; and other duties as required.

*ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
 *MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others.

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SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge: The incumbent must have 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.

Ability and Analytical: The incumbent must be skillful in the operation of powered materials handling equipment. Must have the ability to read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; follow instructions; and other duties as required. Must be able to determine if an order is in proportion to need. Be able to replace supplies in a timely manner. Must be able to judge if a shipment is correct. Be able to determine when action is needed on late or expedited orders and be able to determine if inspection is required on orders.

CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS:

The incumbent exercises prudent judgment in determining job needs including safety, responsible for the accuracy of filling, receiving and counting of orders and supplies. Responsible for the accuracy and completion of computer forms. Judgment is also exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions could result in delay in receiving merchandise and filling orders and incorrect data.

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PUBLIC AND INTERNAL CONTACTS:

Public contact by this position is substantial and requires daily telephone contact and written contact with suppliers and vendors. Internal contact will be by phone and in person from superintendents, supervisors, workers, other state agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical: The incumbent will be required to do heavy manual labor. May be required to move/place objects by lifting, pulling, pushing, and carrying; as well as grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground(ladders, ramps, etc) and working in confined spaces; and standing or sitting for prolong periods. May be required to sit in/on and drive or operate maintenance and materials handling equipment. The incumbent will be required to cleanup in the event of hazardous spills or general trash and debris. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations. Will be required to deal tactfully and courteously with public, and others under stressful and possibly adverse conditions. Must be able to focus on precise work beyond any distractions, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish job. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT:

The incumbent will be based at the Caltrans Warehouse in a climate-controlled environment under artificial lights, but some of the duties and time will be spent outdoors. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, and/or extreme temperatures. May be required to sit or stand for long periods of time. Maybe exposed/put in stressful situations. Must wear provided personal protective safety equipment including, but not limited to shirts and/or vests, hard hats, safety glasses, gloves, face shields, ear plugs, as well as other safety devices deemed necessary. The incumbent may be required to travel throughout the region and may be required to travel and work in other areas in the District.

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I have read and understand the duties listed 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 NAME *(Please Print)*

EMPLOYEE SIGNATURE

DATE

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

SUPERVISOR NAME *(Please Print)*

SUPERVISOR SIGNATURE

DATE

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