

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: WAREHOUSE/UTILITY

Classification: Range 34

BASIC FUNCTION:

Assist in a District warehouse or stockroom in filling orders for stocked items; receive and verify incoming shipments; drive a vehicle to pick up and deliver requisitioned supplies and equipment.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Individuals may be assigned one or more responsibilities, including but not limited to custodian, maintenance, grounds, or other duties normally associated with classified employment.

Fill orders for supplies, materials and equipment.

Receive and verify accuracy of incoming shipment.

Drive a vehicle to pick up and deliver equipment and supplies.

Rotate items in stock; take physical inventory counts; order supplies, equipment and chemicals as necessary.

Maintain warehouse in a clean and orderly condition.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining buildings, equipment and facilities in good repair.

Operation and use of hand and power tools and equipment.

Basic math applicable to the building trades.

Health and safety regulations and procedures.

Proper methods, materials, tools, terminology and equipment used in the building and maintenance trades.

Methods of receipts, storage and issuance of supplies and equipment.

Safe driving practices and traffic laws.

Proper loading and unloading of materials.
Basic record-keeping techniques.

ABILITY TO:

Perform semi-skilled to skilled work in the maintenance and repair of buildings and facilities.

Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Perform heavy physical labor.

Establish and maintain cooperative and effective working relationships with others.

Make arithmetic computations with speed and accuracy.

Operate a forklift.

Learn record-keeping procedures associated with assigned duties.

Drive a delivery vehicle.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in warehouse or delivery work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Forklift operator's certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Subject to noise from equipment operation.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.

Climbing ladders and working from heights.

Reaching overhead, above the shoulders and horizontally.

Standing and sitting for extended periods of time.

Walking over rough or uneven surfaces.

Walking and carrying, pushing or pulling heavy furniture, equipment and supplies.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing and pulling heavy objects up to 50 lbs.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Fumes from vehicle and equipment operation and mixing custodial cleaning chemicals.
Exposure to diesel fumes.

Board Approved: May 4, 2006