

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Warehouse Attendant
Prepared Date: 7/1/2015
Revised Date: 12/6/2018
Work Year: 261 days
Department: Facilities
Reports To: Warehouse Foreman
Salary Range: Advanced Skilled Trades – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Warehouse Attendant is to perform general warehouse work; receive, sort, stock, rotate, inspect, pull orders, and maintain inventory control in a reasonable, timely manner to provide high quality services to sites and departments

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Minimum of one (1) year of applicable experience
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Forklift Certification
- Material Handling Certification

SKILLS AND KNOWLEDGE:

- Excellent interpersonal and communication skills.
- Ability to safely operate forklifts, gates, pallet jacks, and other related equipment

- Knowledge of large line item inventory systems (3000 to 5000 items) – receiving, distributing, physical inventory, and warehouse materials handling
- Knowledge of tools, supplies, and equipment used by trades areas (carpenters, plumbers, electricians, etc.)
- Basic computer skills
- Ability to operate equipment properly so that it is not damaged
- Ability to establish and maintain harmonious relationships with public and co-workers
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.
- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare receiving documentation and note any discrepancies on P.O. and deliver P.O. to warehouse office for receipt processing
- Receive incoming deliveries for warehouse and other departments
- Label materials and supplies ordered through Alio order systems and prepare for shipment to requester
- Check incoming goods for correctness of item, quality, condition, requirements and specifications as per purchase order
- Transport incoming goods to proper storage location and stock shelving location
- Gather materials requested and obtain signatures from tradesmen for materials needed per work order
- Assist other warehouse personnel as needed
- Mark material requisition with proper school, department, job
- Keep assigned area / warehouse clean, neat, and organized

- Complete an annual inventory of all materials in specified area
- Organize stock as to proper bin location, type of material, and provide a logical product storage facility according to stock codes
- Monitor stock balances and notify warehouse office as to need for ordering material from vendors
- Use hand trucks safely and efficiently
- Drive gasoline powered vehicles in all types of weather and road conditions
- Work independently with minimal supervision
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Warehouse Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		

Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation	X				
Using foot control				X	
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, glue or bonding agents; regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work on electrical systems; outdoor weather conditions; extreme cold; extreme heat;. The noise level in the work environment will occasionally be loud enough to require hearing protection.