

TASK LIST – WAREHOUSE AND TOOLROOM WORKER
(CLASS CODE 1832)

Receiving Incoming Shipments:

1. Unloads and loads incoming and outgoing materials, supplies, tools and equipment, such as lumber, steel, automotive parts, custodial supplies, construction equipment, and rolls of wire from/onto delivery vehicles, such as vans, trucks, and flatbeds using proper rigging procedures and material handling equipment, such as forklifts, furniture movers, pallet jacks and cranes or manual lifting techniques, such as bending at the knees to place supplies in staging areas, such as loading docks and temporary storage areas for a more in depth inspection, or into proper assigned storage areas in warehouses, supply areas, or toolrooms to fulfill delivery requests and replenish stock to ensure that supplies are available to complete customer orders.
2. Inspects the exterior of delivered packages, containing supplies from vendors/suppliers, for potential damage to determine if the package is in good condition or to report suspected damages immediately to a supervisor.
3. Compares delivered supplies against paperwork provided by the delivery driver and department order information, such as delivery slips, packing slips, bills of lading, purchase orders, sub purchase orders, and requisitions to verify that the supply counts and types of supplies that were delivered match what was ordered and notifies the supervisor of any discrepancies.

Distribution of Tools, Equipment and Materials:

4. Creates work orders of materials, equipment, and supplies that need to be delivered by pulling the requested supplies from storage areas, placing the supplies into pallets, boxes, or crates using packing supplies, such as bubble wrap, newspaper, or shipping popcorn, taping boxes shut, addressing or labeling boxes and materials, and loading the boxes onto City, department, or delivery trucks in order to ship the materials to outlying locations.
5. Issues tools and equipment to field personnel by receiving and processing a request form, given in person or sent electronically by the field personnel or their supervisor, ensuring the request form is properly authorized by checking for a supervisory signature, by retrieving the requested order from the warehouse, toolroom or supply area, verifying the proper tools and equipment appear in good working condition, obtaining a signature from the requestor, and entering the tool or equipment's serial number, description, and the name and employee ID of the employee receiving the order into a log book, requisition form and/or tool tracking system, such as Maximo, in order to keep track of items issued and to fulfill the order.

6. Receives and inspects returned tools and equipment, such as saws, drills, sanders, automotive parts, and construction equipment from field personnel, by visually comparing serial numbers on the tools and equipment against the information in the log book, requisition form, and/or tool tracking system, such as Maximo, to verify that the numbers match, to log in the tools and equipment for inventory tracking, to verify the tools and equipment are in good working order or to notify the supervisor if the equipment is damaged, broken, or worn so that appropriate steps can be taken to replace or repair the items.
7. Drives a car, pick-up truck, or van to interdepartmental locations to pick up or make deliveries of materials, supplies, tools, and equipment, such as lumber, steel, automotive parts, custodial supplies, construction equipment, and rolls of wire to fulfill an order or replenish stock.
8. Communicates tactfully and effectively with coworkers, supervisors, vendors, and field personnel by email, telephone, and/or in-person in order to obtain/disseminate deliveries, obtain requisition requests, check out or return items, or provide and obtain information regarding inventory.

Equipment Maintenance and Repair:

9. Conducts routine safety inspections of materials and equipment, such as forklifts, pallet jacks, ladders, and vehicles, according to departmental and Cal OSHA standards and regulations by visually inspecting the equipment for damage and using safety check lists developed from the manufacture's manual to determine functionality and overall condition of equipment to ensure that it is in proper working order and to notify the supervisor if there are potential safety concerns that warrant the replacement or repair of such items.
10. Repairs, adjusts, assembles and maintains various types of tools and equipment by performing tasks, such as lubricating parts, sharpening drills, and replacing blades using tools, such as screwdrivers, wrenches, pliers, and hammers to ensure the equipment is in good working condition.

Inventory Tracking and Maintenance:

11. Obtains stock information such as supply quantity on hand, price history, usage, and buying description of equipment, materials and supplies using an inventory management system, such as Maximo, in order to make inquiries into specific supply availability, identify pending/back orders of supplies, and identify the correct unit of measure of supplies necessary to fulfill requested orders.

12. Conducts periodic inventories of materials, supplies, tools and equipment that are stored in their designated storage areas by counting actual supplies on-hand, comparing supply counts with inventory paperwork, or calculating units of measurement of the supplies, such as feet, reams, and bundles to identify overall quantities of items available, document counts on inventory paperwork, and to inform the supervisor of the current inventory status and of any potential discrepancies.

Warehouse Maintenance and Cleaning:

13. Cleans the warehouse and yard by dusting, sweeping, putting absorbent material on spills, ensuring that rags are in closed containers, tools are put away, and shipping bands are out of the way to provide a safe work environment.
14. Secures equipment and materials within the warehouses and toolrooms by locking gates and doors, escorting vendors/visitors when in the warehouse/toolroom, reporting any potential safety concerns to the supervisor, and ensuring that tools and equipment are in their proper storage locations.

Safety Practices:

15. Inspects hazardous materials' such as flammable paints, thinners, and gases for proper labeling and accompanying Safety Data Sheets in order to determine how to safely and properly handle, receive, ship, and store these items.
16. Directs vehicles such as cranes, delivery vehicles, and forklifts using Cal-OSHA guidelines specific to driving and traffic safety hand signals, such as stop, turn, and move in order to help drivers navigate safely when driving, parking, and/or loading/unloading materials, tools, and equipment in the warehouse or yard.