



WAREHOUSE AND TOOLROOM ASSISTANT, 1831

DUTIES STATEMENT
02/14/2019

DUTIES: Warehouse and Toolroom Assistants perform manual and clerical work in ordering, receiving, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment; may be required to lift boxes, load and unload trucks, package materials and make supply deliveries; may operate motor-driven and various material handling and lifting equipment, including forklifts, jacks, and hoists. May perform minor repair, maintenance, and assembly on tools, equipment and materials.

Warehouse and Toolroom Assistants are hired in-lieu of Warehouse and Toolroom Workers. Employment as a Warehouse and Toolroom Assistant is intended to develop skills necessary for regular full time employment with the City as a Warehouse and Toolroom Worker. Upon successful completion of probation, Warehouse and Toolroom Assistants will be offered Charter Section 1014 transfers to Warehouse and Toolroom Worker.

The Warehouse and Toolroom Assistant class will be utilized for the duration of the Targeted Local Hire Program solely as a vehicle to transition Targeted Local Hire Program participants to full time regular employment as a Warehouse and Toolroom Worker.

MINIMUM REQUIREMENTS: Current employment as a Vocational Worker with the City of Los Angeles assigned to a position performing warehouse and toolroom work and a letter of recommendation from the personnel office of the employing department, which includes a statement of the department's willingness to hire the employee as a Warehouse and Toolroom Assistant. The letter must be attached to the application at the time of filing.

LICENSE: A valid California driver's license and good driving record is required.