

Summary of Duties : Performs 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 material and make supply deliveries; may operate motor-driven material handling equipment; and may perform minor repair, maintenance, and assembly on tools, equipment and materials; and does related work.

Distinguishing Features : The work of a Warehouse and Toolroom Worker includes the processing of documents used in ordering, receiving, storing, issuing, and inventory of materials, supplies, tools, and equipment as well as making minor repairs on tools or equipment and performing manual tasks such as moving and lifting heavy, bulky objects. A Warehouse and Toolroom Worker generally works under direct supervision in a store or warehouse-like environment or may work alone in a small toolroom and may occasionally exercise supervision over others. Advice and instruction are usually available to employees assigned to major warehousing operations.

The work of employees of this class is distinguished from that of employees in the laboring and clerical fields in that it involves the application of specialized procedures and methods relating to ordering, receiving, storing, issuing, and accounting for materials, supplies, tools, and equipment.

Examples of Duties : Unloads and unpacks incoming materials, supplies, tools, and equipment; inspects them for damage and for conformance to purchase orders, requisitions, bills of lading, shipping tickets, and other delivery receipts; places material and equipment in proper storage places; assembles items requisitioned by other stores or operating personnel, occasionally constructing simple unit assemblies according to standard descriptions and drawings; verifies descriptions and issues materials, supplies, and equipment on properly authorized requisitions; packages and addresses materials for shipment to outlying locations and loads them on trucks; cleans and reconditions used materials and tools for return to stock; prepares lists of materials, supplies, tools, and equipment needed to replenish stocks; participates in taking periodic inventories of stock; makes in-house deliveries.

Prepares requisitions, credit slips, log books, bills of lading, and other stores documents; enters material and account code numbers, prices, and price extensions on stores documents; may conduct inventories and maintain inventory records; accesses storekeeping computer database for material purchase and order tracking; organizes, files and maintains documents related to above and other departmental operations;

Drives a car, pick-up truck or van in making deliveries, pickups, and emergency purchases of materials, supplies, tools, and equipment on

the basis of clearly designated orders or "per sample"; operates power-driven warehouse equipment such as lift trucks, hoists, and hand trucks; may operate cutting devices or use common hand tools to obtain specified quantities to be shipped;

May be in charge of a small stock room or toolroom and may operate a tool check system for lending of hand and power tools and protective clothing and gear; may make minor repairs and adjustments to a stock of tools and equipment, including lubricating parts, sharpening drills, and replacing blades; may repair fire extinguishers; and may order replacements for broken tools and worn out equipment;

May interact with outside vendors when receiving deliveries; may communicate with accounts payable, invoice certification and procurement units for correcting, tracking or reconciling receiving and shipping documents;

Keeps the store and premises clean and orderly; occasionally acts as a security guard at a store; may act as a lead over a small group of warehouse workers, laborers, or clerical assistants; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of storekeeping methods and procedures; a good knowledge of common clerical procedures; a good knowledge of standard abbreviations used in shipping and in designating weights and measures; a good knowledge of the characteristics and use of tools, expendable supplies, and portable power equipment; a working knowledge of safety principles and practices; the ability to maintain a storeroom and its contents in a clean and orderly condition; the ability to operate hoists, forklifts, jacks, and related lifting equipment; the ability to follow oral and written directions; the ability to make routine arithmetic calculations; the ability to do routine to moderately difficult clerical work; the ability to maintain records which reflect stock movement; the ability to use basic office machines such as adding and labeling machines; the ability to use computer terminals for data entry and retrieval the ability to inspect materials, supplies, tools, and equipment for conformance to requisitioning and delivery documents or with specifications; and the ability to communicate and deal with others with tact and good judgment.

Graduation from high school is desired but not required for Warehouse and Toolroom Worker.

License: Some positions may require a California driver's license and a good driving record. A Class-A Tractor's License or Stinger Crane License issued by the Department of Building and Safety may be required for some positions in this class.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; back and leg coordination

involved in activities such as stooping and kneeling; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; arm, hand and finger dexterity (with both hands) involved in activities such as reaching, handling, and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing some of the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.