

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

<b>CLASS TITLE</b>	Warehouse Worker
<b>DEPARTMENT</b>	Public Works\Operations Purchasing And Material Management Section
<b>UNION:</b>	114
<b>SG:</b>	10
<b>CS:</b>	Yes
<b>FLSA:</b>	Y
<b>EE04CODE:</b>	SM

**NATURE OF WORK:**

Responsible for shipping, receiving and the supply of equipment, materials and mechanical parts used by various City departments. Performs all elements of supply including the ordering and receiving; safe storing and stocking; vendor research; issuing; and inventory control of materials, supplies, equipment and automotive and mechanical parts. The Warehouse Worker assists customers through knowledge of mechanical equipment and automotive and emergency vehicle parts used in the repair and maintenance of City-owned equipment. Provides mail services for the city and centralized distribution of incoming and outbound mail and freight. Works with City employees in various departments, as well as vendors and the general public.

**DISTINGUISHING CHARACTERISTICS:**

The Warehouse Worker is a stand-alone classification. The Warehouse Worker is required to have technical expertise in water/wastewater materials, construction trades materials and parts, mechanical parts and equipment and/or automotive parts. It also requires an understanding of the internal and external distribution of mail as dictated by the United States Postal Service.

While the Warehouse Worker classification handles purchases under existing bids and contracts, it differs from the Buyer classification in that the Buyer does no warehouse work (freight loading/unloading, etc.) and is required to have technical expertise in the legal aspects of public bidding procedures and contract law.

**SUPERVISORY RELATIONSHIPS:**

Reports directly to the Warehouse Supervisor. Works independently under City, State and federal rules and regulations regarding acquisition, distribution and inventory control of supplies and materials.

**ESSENTIAL FUNCTIONS:**

Warehouse:

1. Orders and receives incoming supplies. Notes damage or discrepancies and takes appropriate corrective action. Verifies accuracy of orders against supporting documentation. Prepares material and documentation for shipment and/or return of goods. Routes supporting documentation to appropriate destination.

2. Performs clerical duties on a computerized record keeping system to order, receive, store, issue and stock; maintains accurate and detailed records; and performs data entry, manipulation and retrieval of data.
3. Unloads, unpacks, moves and loads materials and equipment. Operates material handling equipment including forklifts, pallet trucks and carts.
4. Selects and issues supplies on approved requisitions; receives material requisitions for items, clarifies request if necessary; gathers items from stock, verifies description, and issues material and equipment.
5. Takes orders; clarifies and researches orders; obtains price quotes; places orders with vendors or refers orders or materials requisition to buyer for completion.
6. Assists Supervisor in determining adequate stock levels, setting minimum and maximum figures to maintain optimum stock levels.
7. Makes pick-ups and deliveries, driving City vehicles.
8. Maintains accurate inventory by the use of computerized records checks, physical inventories, and cycle counts. Maintains security of warehouse and inventories.

Mail Services:

9. Receives and sorts incoming mail for internal and external distribution, meeting published deadlines (e.g., legal mailings). Prepares postage statements, standard and first class mailings; meters mail; sorts and bundles mail; prepares postage statements and shipping manifests.
10. Delivers outbound mail to post office. Delivers distributed mail to City locations outside City Hall and collects outbound mail for processing. Selects shipping methods to ensure economy and to meet deadlines.
11. Maintains inventory of shipping and mailing supplies. Orders supplies and monitors equipment for service as needed.

**ADDITIONAL WORK PERFORMED:**

1. May coordinate maintenance and repair of materials and equipment.
2. Cleans and picks up area to ensure a safe work environment is maintained.
3. Performs other related duties of similar nature and level, as needed.

**KNOWLEDGE AND SKILLS:**

Skills:

- Good oral or written communications skills; courtesy and tact to establish and maintain effective working with employees, vendors, City departments, and the general public.

Knowledge of:

- Working knowledge of equipment, materials, parts and supplies and related terminology as required.
- Working knowledge of computer applications used for inventory and record keeping.
- Basic arithmetic including the ability to add, subtract, multiply, divide and calculate percentages.

Ability to :

- Work independently, quickly, and accurately, and to accomplish a high volume of work in an atmosphere of frequent disruptions.
- Plan, organize, prioritize and schedule projects.
- Drive delivery vehicle.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Learn the safe and efficient operation of material handling equipment.
- Perform the physical requirements of the position including:
  - Physical ability to continuously stoop, bend, climb, and frequently lift and carry heavy objects in the 50 lb. range without assistance by utilizing proper body mechanics.
  - Ability to traverse while safely moving items weighing up to 70 lbs with equipment or assistance as needed and using proper body mechanics;
  - Sufficient manual dexterity to operate a computer keyboard, material handling equipment, mailroom equipment and motor vehicle;
  - Correctable vision to read instructions, work safely around equipment, and operate a motor vehicle.

### **WORKING ENVIRONMENT:**

Work is performed in the Public Works warehouse and office. Lifts, moves and carries a variety of materials, parts and equipment weighing up to 50 lbs. in filling orders and stocking shelves. Equipment and materials in excess of this weight are moved or lifted with assistance. Works on ladders; operates a forklift, pallet trucks, hand trucks in the performance of duties. Also drives City vehicles to pick up items from vendors, to deliver parts and equipment to work sites, and to deliver mail to City departments and the post office. Works at a computer workstation to enter inventory data and obtain information about the status of orders. The person in this position is on call and occasionally works weekends, evenings and during emergencies.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Two years of experience in warehousing, shipping, receiving, inventory control and record keeping.
- Experience with word processing, spreadsheet applications and computerized inventory system.

- One year of experience in public works, construction trades or automotive parts room experience desired.
- Experience operating a forklift desired.
- OR
- A combination of experience and training that provides the applicant with the knowledge, skills and abilities to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- A police criminal convictions records check is necessary prior to hire or placement.
- Must be able to obtain a forklift operator card within thirty (30) days of hire.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Willingness to work varied shifts including evenings and weekends as assigned.
- Willingness to be on call for emergencies as needed.

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**COMMISSION ADOPTION:** \_\_\_\_\_ August 15, 2013