

Class Code: 01W
City of Anaheim
Class Specification

Classification:
SENIOR WAREHOUSE AND TOOLROOM WORKER

DEFINITION:

Under moderate supervision, to serve as a working lead warehouse and toolroom worker, performing the regular and more difficult work of the unit and to perform manual and clerical work in storing, issuing and accounting for varied general supply items and specialized water and electric utility materials.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Makes work assignments, set priority for, trains and reviews the work of Warehouse and Toolroom Workers and assigned clerical personnel.

Receives shipments from vendors, unpacks material and equipment, checks for quantity and quality of products, dates and signs for receipt and verifies receipt on purchase orders.

Operates a utility toolroom, issuing and making routine repairs to specialized tools.

Stores material and equipment in designated areas and bins.

Inventories stored material and equipment and maintains accuracy of inventory lists by adding the amounts received/stored and subtracting the amounts distributed.

Pulls orders and issues tools, materials, supplies and equipment; loads material and equipment in trucks.

Delivers supplies requisitioned from warehouse to City offices and field crews.

Measures and maintains adequate levels of fuel and lubricating oil.

Repairs material, equipment and tools; sharpens tools; fabricates or constructs special tools, jigs and containers; delivers tools to vendors for repairs.

Operates forklifts, cranes, boom trucks, tankers, cable cutters, chain saws, blowers, drills and other warehouse related equipment.

May assist crews, in emergency situations, in various construction and repair projects.

Maintains warehouse and utility yard in clean and orderly condition.

Maintains basic records and logs.

Packages materials and equipment for shipment.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing general warehousing work involving the use of forklifts.

Knowledge of: Basic math; appropriate safety precautions and procedures; warehousing methods, procedures and terminology; utilities materials and procedures including field applications; common clerical procedures related to storekeeping; effective leadership methods.

Ability to: Maintain accurate records; operate vehicles observing legal and defensive driving practices; read, understand and apply written materials common to warehousing; operate forklifts and related lifting equipment; inspect materials, supplies, tools and equipment for conformance to receiving and requisitioning documents; understand pertinent procedures and functions quickly and applying them without immediate supervision; assign, check, correct and participate fully in the work of subordinates; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are assigned to varied work shifts.

Positions in this class are assigned to serve as a helper to field crews during periods of emergency. Incumbents may be required to be on call, as assigned.

Physical Requirements: Positions in this class frequently lift, carry, pull or push objects weighing 100 pounds without the use of lifting equipment. Positions in this class require occasional handling of toxic materials which require the use of protective clothing.

License and/or Certification Required: Possession of or the ability to obtain a valid Class B Commercial California Driver's License with tanker, hazardous, air brakes and manual transmission endorsements.

Supervision Received: Works under technical supervision.

Supervision Exercised: Positions in this class assign, check, guide and correct work of subordinates. Incumbents may recommend disciplinary action, but do not evaluate or discipline employees.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Utilities Yard Working Supervisor or a related class.

FLSA Designation:

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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