

Class Code: 01X
City of Anaheim
Class Specification

Classification:
WAREHOUSE AND TOOLROOM WORKER

DEFINITION:

Under moderate supervision, to perform manual, computerized 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:

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

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

Stores material and equipment in designated areas and maintains computerized inventory locator system.

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; credits in and checks for serviceability of returned materials, tools and equipment.

Delivers supplies requisitioned from warehouse; delivers materials to utility crews at job sites; fuels utility vehicles utilizing fuel tanker truck.

Inspects and maintains adequate levels of fuel and lubricating oil in vehicles.

Repairs material, equipment and tools; sharpens tools.

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

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

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 in a computerized inventory environment.

Knowledge of: Basic math; appropriate safety precautions and procedures; warehousing methods, procedures and terminology; common clerical procedures related to storekeeping.

Ability to: Maintain accurate records; operate vehicles and equipment while observing all safety, legal and defensive driving practices; read, understand and apply written and verbal procedures 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 apply them without immediate supervision; establish and maintain effective relationships with those contacted in the course of work.

Physical Requirements: Positions in this class frequently lift, carry, pull or push objects weighing up to 50 pounds and occasionally lift heavier items.

Positions in this class are assigned to varied work shifts and may be required to work extended shifts with minimal notice or no notice.

Positions in this class require occasional handling of toxic materials which require the use of protective clothing.

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 and are on a call-out list for after hours.

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

Possession or ability to obtain a City of Anaheim Industrial Truck Operators Permit, or comparable forklift operators permit.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Warehouse and Toolroom Worker or a related class.

FLSA Designation: Non-Exempt

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.