

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Warehouse Worker (Part-Time)	Job Family: 6
General Classification: Front-Line	Job Grade: 10

Definition: To issue and deliver warehouse materials, and to perform receiving procedures and related tasks as required.

Supervision Received and Exercised: Receives immediate supervision from a Supervising Buyer and receives functional supervision from a Buyer.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Load supplies from the warehouse into the van to deliver to various departments around the City and deliver interoffice mail throughout the City.
2. Assist in computer data entry.
3. Check in surplus equipment and maintain a record of surplus activity.
4. Dispense materials from the warehouse.
5. Survey warehouse for low-stock items.
6. Receive goods into the warehouse and check for proper quality, quantity, condition, and price.
7. Maintain City property inventory by identifying equipment requiring listing on the City's inventory and tagging the item appropriately.
8. Maintain an organized warehouse storage system.
9. Assist in reordering stock items when necessary.
10. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: General delivery, courier, and warehousing activities; basic English and arithmetic; and generally accepted receiving procedures.

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Page 2

Ability to: Operate hand truck to move stacks of boxes; sort mail; maintain delivery schedules; perform receiving duties; drive a forklift; and meet the physical requirements necessary to safely and effectively perform assigned duties, including performing continuous moderate physical effort.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

One year in a delivery/courier or warehouse position. Equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Working Conditions: Physical labor is required, including bending, reaching, pushing, lifting, and carrying items weighting up to 50 pounds.

Established: October 1991

Revised: April 2015

HRD/CLASS SPECS

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