

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Warehouse Clerk	<i>Pay Grade:</i>	EAP-04
<i>Department:</i>	Utilities – Administration	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Municipal Building (Warehouse)	<i>Reports to Position:</i>	Purchasing Clerk/Meter Technician Supervisor
<i>Effective Date:</i>	February 15, 2022		

JOB SUMMARY

Under general supervision oversees warehouse activities to include stocking and loading orders; maintains tracking system, monitors security and oversees the preparation of reports; delivers broken water meters for repair by outside vendor, disassembles and scraps meters not repaired for parts; removes scrapped meters from inventory; maintains and documents records of equipment and materials issued and vendors, maintains database file of quotes, orders and meter locations and performs additional tasks in support of the department's administration as needed or upon request.

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Stocks items, supplies, material and equipment on shelves and bins
- Label bins according to part and stock number
- Selects and assist work crews in loading orders
- May review inventory print out to obtain item number and description
- Maintains tracking system of items issued, used and returned
- Performs periodic physical inventories comparing amounts of items shown on records versus amounts on hand
- Investigates and attempts to determine causes of shortages
- Makes periodic spot checks of bins and shelves
- Maintains and monitors warehouse security
- Maintains and issues emergency equipment and gas keys

- Observes safety procedures and enforces safety rules
- Maintains warehouse records and reports including reports of shortages
- Issues and distributes supplies and material to water distribution and wastewater crew
- Confers with vendors to obtain product or service information such as price, availability and delivery schedules
- Prepares material form, calculates items listed, verifies totals and obtains approval
- Verifies incoming shipments against requisitions to ensure kind and quantities received and prices
- Cleans and maintains warehouse in neat and orderly fashion
- Disassembles broken meters for scrap parts, sorts and stocks parts for sale
- Documents and forwards scrap meter log with item information for removal from inventory
- Documents and maintains meter log with information regarding damaged meters sent out for repair
- Delivers water meters to outside vendor for repair
- Posts water meter sign-in register of meters issued to work crews
- Maintains copy of material issued forms; transfers to archive file daily
- Maintains catalogs and manuals of materials and supplies
- Maintains list of frequently patronized vendors; phone numbers, contact person and account information
- Uses spreadsheet software to maintain files of quotes, orders and water meter locations and other information
- Posts materials issued into inventory database
- May answer telephone and provide callers with information as requested
- Picks up and delivers mail; may sort mail if needed
- May attend bid openings in the absence of Purchasing Clerk.

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma/GED

Training in purchasing/inventory control

Experience

Two (2) years increasingly responsible work experience

Licenses or Certification Required

Valid Driver's License

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Warehouse operations including stocking, order filling, inventory security, safety and records management
- Purchasing including items, specifications, suppliers, methods of procurement including purchase order procedures

Ability to:

- Read and comprehend policies, procedures, regulations and related documents of moderate complexity
- Write to prepare procedures, directives and complete detailed forms and records
- Verbally communicate to converse with others in person and on the telephone
- Utilize math skills to add columns of numbers, subtract, multiply and divide in calculations involving decimals, percentages and discounts
- Use a computer to enter text and numerical data, operate database and spreadsheet software and other specialized software
- Work under general supervision where standard practice enables duties to be performed referring questionable cases to supervisor
- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors in a non-climate controlled warehouse

Physical Demands: See accompanying page for details

Key Working Relationships: Supervisor, Vendors, Utilities Field Crews

APPROVAL/ACKNOWLEDGEMENT

_____ Department Head	<u>Utilities Director</u> Title	_____ Date
_____ Human Resources Director	<u>HR Director</u> Title	_____ Date
_____ City Manager	<u>City Manager</u> Title	_____ Date
_____ Incumbent Employee Printed Name and Signature		_____ Date

PHYSICAL REQUIREMENTS – WAREHOUSE CLERK

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs			X	

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping		X	X	
b) squeezing	X			
Climb Stairs/Ladder			X	
Uneven Walking Surface	X			
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)		X		

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights		X		

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Extreme Heat				X
Extreme Cold				X
Dusty	X			
Excessive Noise	X			
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	3	8
Walk	1	3

Additional Considerations (including clarification of any of the above)