

**PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999**

**CLASSIFIED JOB DESCRIPTION**

**WAREHOUSE WORKER-DRIVER  
(IUOE Local 39 Salary Range 39)  
Job Code: 593**

**CLASS PURPOSE**

Under general supervision, performs journey level work in receiving, storing, issuing, tagging, picking up, assembling and delivering school materials, equipment and supplies. An incumbent of this class performs the full working level. This class differs from the Assistant Warehouse Supervisor in that the latter is assigned lead responsibilities and is assigned additional responsibilities in the maintenance of warehouse records and operations.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Receives, marks, stores, issues, tags, picks-up, assembles, and delivers District supplies and equipment to campuses, District Office, and satellite sites
- Unloads incoming trucks at the warehouse and loads trucks for delivery to campuses, District Office and satellite sites
- Delivers District mail
- Delivers Board packets to Board members
- Checks items against purchase orders and packing slips and reports shortages, damages, and other discrepancies
- Stores incoming stock items in warehouse
- Checks and maintains stock levels
- Files orders for delivery; places supplies and equipment in proper storage
- Maintains inventory procedures
- Moves furniture from one work site to another work site
- Performs clerical work in the receipt of shipping supplies and equipment to ensure accuracy in delivery
- Ensures security of goods materials and supplies
- Checks items against purchase orders and invoices
- Places supplies and equipment in proper storage and maintains inventory procedures

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- Picks up and delivers to campuses such items as donated items from various sources,
- Deliver frozen and fresh food commodities to Children's Centers as needed
- Picks up recycling materials on a weekly basis
- Maintains records; completes forms
- Assembles and makes minor repairs to equipment
- Performs other related duties as required

**MINIMUM QUALIFICATIONS**

1. Two years of experience in a warehouse in receiving, storing and issuing materials, equipment and supplies, including operation of a truck in for delivery and pickup of orders

**OR**

An equivalent combination of training and experience that could likely provide the desired knowledge and abilities.

2. LICENSE: Possession of a valid Class B Commercial California operator's license and a copy of current driving record issued by the Department of Motor Vehicles. (Must be insurable under the Peralta Community College District's current insurance policy.)
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - warehouse procedures, requisitions, purchase orders, invoices, and delivery documents and the use and meaning of each
  - supplies associated with and used by various campuses and offices
  - methods used in receiving, storing, issuing and keeping records of supplies and equipment
  - safety procedures involved in lifting and transporting of heavy supplies and equipment
  - heavy vehicle operations and California Vehicular Code
  - computers, barcoding scanners, and electronic mail
- Ability to:
  - follow oral and written directions and to keep simple records
  - perform clerical work in receipt of shipping of supplies and equipment
  - apply appropriate safety practices in the performance of heavy manual labor
  - operate a deliver truck and other warehouse equipment safely; assemble and repair equipment
  - establish and maintain cooperative relationships with those contacted in the working environment
  - maintain accurate inventory and clerical records
  - operate a computer

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### **ENVIRONMENTAL DEMANDS**

- Occasional work performed in wet conditions
- Occasional work performed alone, in confined spaces and at elevated heights
- Constant use of moving equipment
- Constant use of motor vehicle on public highways and on campus property
- Constant work performed around people

### **MENTAL REQUIREMENTS**

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Assistant Warehouse Supervisor class.

### **PHYSICAL REQUIREMENTS**

- Occasional sitting, kneeling, body twisting, and climbing of ladders
- Occasional pulling up to 100 lbs.
- Occasional work performed at rapid pace
- Occasional use of tactile (sense of touch) and visual acuity (seeing distance)
- Frequent pushing up to 100 lbs.
- Frequent climbing of stairs
- Frequent use of balance
- Frequent carrying, stooping, squatting, and reaching, high, low, and level
- Frequent use of oral communication
- Frequent use of audio acuity (speech range)
- Constant standing and walking
- Constant lifting up to 100 lbs.
- Constant use of manual dexterity
- Constant use of audio acuity (all ranges)
- Constant use of visual acuity (reading and color vision)

### **TOOLS AND EQUIPMENT USED**

- Occasional use of eye protection
- Frequent use of protection for the arms, hands, and fingers
- Constant use of protection for the head

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- Occasional use of a forklift
- Occasional use of delivery trucks/vans
- Occasional use of pallet lift
- Frequent use of a computer
- Occasional use of a typewriter
- Occasional use of stencil cutting machine

Revised: N/A