

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WAREHOUSEKEEPER

PERSONNEL COMMISSION APPROVAL: _____ REVISED

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0385
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, responsible for requisitioning, receiving, storing, and dispensing various materials, tools, parts and equipment for a central warehouse; maintains and operates detailed computer inventory control procedures, records, check-in and check-out, and account records for various materials; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager

Supervises: Stock Clerk, part-time assistants

DISTINGUISHING CHARACTERISTICS

This single position journey-level classification is responsible for the full range of warehouse and supervisory duties. This class is distinguished from the Stock Clerk by the scope and complexity of the inventory and duties, and by supervisory responsibilities.

EXAMPLES OF ESSENTIAL DUTIES

- Develops and implements procedures for the operations and control of a central warehouse, including material handling and disposition, inventory control and security systems;

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CLASS SPECIFICATION



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- Plans, organizes and participates in ordering, receiving, storing, issuing and accounting for a wide range of materials, supplies, tools, equipment and parts that support several major divisions;
- Maintains detailed records and files and initiates reports of all transactions;
- Receives, logs, and stores all materials, supplies, tools and equipment shipped to a central warehouse;
- Dispenses materials and supplies to the various divisions and departments assuring delivery when required and assigns the proper account charge;
- Maintains material, supply and parts catalogs and supplier information in current status for ordering and pricing information to keep pace with current and future needs;
- Determines appropriate supplies and initiates requisitions for parts, assemblies, and equipment in order to maintain predetermined supply levels;
- Contacts vendors to search for sources for parts and assemblies;
- Follows up on purchases to expedite orders;
- Checks incoming supplies and initiates return of items not meeting description of ordered goods or damaged in transit;
- Determines items to be stocked and conducts inventory audits and analysis to determine appropriate stocking levels from past and anticipated usage;
- Performs annual audit of inventory with assistance of warehouse and limited non-warehouse personnel;
- Supervises full-time and/or part-time employees;
- Delivers or directs staff to deliver materials to City work sites when necessary;
- Leads, plans, trains and reviews the work of staff responsible for the receipt, storage, tagging, distribution and issuance of supplies, materials and equipment;
- Performs annual employee performance evaluations;
- Plans and initiates methods and procedures for maintaining, storing and organizing the inventory and may assist in maintaining the cleanliness of the facility to which assigned;
- Operates a forklift as required;
- Purges shelves of surplus or obsolete materials;
- Ensures compliance with all federal and state safety regulations;
- Ensures compliance with City's insurance inspection report recommendations;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;

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CLASS SPECIFICATION



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- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- City and departmental policies and procedures
- Procurement methods, practices and procedures
- Warehousing and inventory control techniques
- Computer hardware and software pertinent to record keeping and inventory control
- Occupational hazards and safety practices applicable to warehouse operations
- Quality customer service principles
- Stock room and inventory control procedures
- Business math and letter writing
- Maintenance of perpetual inventory
- Principles and practices of supervision

Ability to:

- Perform mathematics calculations used in business transactions
- Maintain accurate records in an automated environment
- Record and retrieve information
- Operate personal computer, software applications and standard office equipment
- Operate a forklift
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing
- Organize and locate equipment and materials as required; recognize equipment, materials or tools in disrepair

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Education: High school diploma or equivalent certificate.

Experience: Two (2) years as a stock clerk, storekeeper, or other related experience in warehouse operations.

Certifications/License: A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

Possession of a Forklift Operator certificate is highly desirable and must be obtained within two (2) months of appointment, and maintained during the course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust, gases, odors and potential physical harm. There is frequent need to sit, stand, stoop, bend, walk, kneel, climb ladders, reach at, above and below shoulder level, push, pull, handle, grip, grasp and extend neck upward, downward and side to side, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.