

PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999

CLASSIFIED JOB DESCRIPTION

**ASSISTANT WAREHOUSE SUPERVISOR
(IUOE Local 39 Salary Range 43)
Job Code: 073**

CLASS PURPOSE

Under general supervision, the Assistant Warehouse Supervisor performs advanced journey level work in acting as a work lead in the operation of the District's central warehouse. This class differs from Warehouse Supervisor in that the latter is responsible for the operation of the District's central warehouse and supervises the work of the former. An incumbent in this single position class, in addition to performing warehouse worker duties, assists in the supervision and overall operation of the central warehouse.

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 and issues school equipment, materials and supplies
- Checks items against purchase orders and invoices
- Assists in training workers in proper storage and inventory procedures
- Performs annual inventory of stores
- Assists in planning schedules
- Delivers district mail
- Assists purchasing in contacting vendors regarding quantity, quality and delivery of materials, receipts for delivery of goods and ensures accuracy in delivery
- Ensures security of goods and supplies
- Enters data into computer programs as required
- Assists warehouse personnel in solving problems regarding identification of merchandise
- Answers questions from campuses regarding current status of purchase orders and supply invoices
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Three 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

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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
 - basic principles of training and supervision
 - wide range of commodities stored by the District, including specialized stores, equipment and tools
- 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
 - supervise commodity receipt, storage, distribution and record keeping functions for the District Warehouse
 - maintain records; write brief reports

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

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- 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
- 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