

## WAREHOUSE INVENTORY TECHNICIAN

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### **DEFINITION:**

Under general supervision, to perform warehouse operations activities; to receive, store and distribute materials, supplies, equipment and furniture; to maintain inventory control of capital assets campus-wide; to store and maintain College records; to dispose of surplus goods; and to perform related duties as assigned.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Receives and signs for incoming materials, supplies and equipment; assembles equipment upon request; stores articles in prescribed bins, racks, shelves and floor or yard sites;
- Ensures quality control of items arriving through receiving; inspects condition of merchandise; reconciles with purchase orders, packing lists and other paperwork;
- Packs and ships returns from departments and records transactions; works with Purchasing Department to process returns.
- Packs received items for shipping or delivery to campus offices;
- Loads and unloads trucks containing merchandise or records;
- Operates a forklift and material handling equipment;
- Drives a motor vehicle to pick up and deliver materials;
- Completes forms and obtains necessary signatures for stock issued; files receiving reports and requisitions;
- Directs work of part-time assistants;
- Maintains area in a clean and orderly condition and logs content locations;
- Tracks, stocks and reorders paper and supplies for campus-wide use;
- Stores and maintains records and paperwork from various departments on campus until final disposition, as determined by campus procedure and government regulation;
- Tags, tracks and distributes capital assets and furniture throughout the campus; enters fixed assets into the campus database; maintains inventory control and keeps records of assets and their locations; conducts an annual campus-wide inventory plus periodic audits;
- Stores surplus items; coordinates and supervises bi-annual sales of surplus goods.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

Methods and practices used in receiving, storing and issuing materials, supplies and equipment.

Receiving and inventory procedures, and methods of taking and recording inventories.

Common units of weights and measures.

Use of common hand and power tools and material handling methods.

Basic computer applications related to warehouse and inventory management.

Safe driving methods and practices.

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Health and safety regulations.

Skill in:

Maintaining inventory control and keeping accurate supply and inventory records.

Performing fast, accurate arithmetic computations using fractions and decimals.

Safely operating hand and power tools and motor vehicles.

Organizing work and using basic office skills and practices.

Operating a personal computer and entering information.

Maintaining a schedule and working independently.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must also possess a forklift operators license.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Graduation from high school and two years of experience in all aspects of shipping and receiving including issuing, receiving and storing materials and supplies, picking up and delivering packages and performing responsible office support work.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Agility, stamina, and physical strength to load and unload materials weighing up to 100 pounds; sight to drive and to view and locate warehoused items; speech and hearing sufficient for communicating; flexibility to move items around the warehouse; and manual dexterity to operate tools, write and use a keyboard. This work is performed both indoors in a warehouse that is open to the outdoors, and outdoors in a variety of weather conditions.