



<b>Position:</b> Warehouse Technician	<b>Position Number:</b>
<b>Department/Site:</b> Maintenance	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Director, dean, or other administrator in assigned area	<b>Salary Range:</b> 20

**BASIC FUNCTION:**

Under the direction of the Director, Maintenance, Facilities and Facilities Planning, receive, maintain files and records, process and store equipment and supplies; deliver equipment and supplies to appropriate campus and District locations; process, pick up and deliver District mail and parcels.

**REPRESENTATIVE DUTIES:**

Receive materials, equipment and supplies; check items received against purchase order and packaging slips for accuracy; inspect merchandise for damage, file damage claims, pack and return as needed; assist in unloading delivery trucks as necessary. *E*

Process, pick up and deliver District mail and parcels; log incoming and outgoing packages received; pick up and deliver mail to post office; process third class and first class pre-sort bulk mailing for the District. *E*

Process orders for supplies, materials and equipment according to established procedures. *E*

Schedule, deliver all mail, materials and supplies to appropriate locations. *E*

Store, stock and supply items; maintain shelves and stock in a clean and orderly condition. *E*

Operate warehouse vehicles and equipment including pallet jack, calculator, forklift, carts and trucks. *E*

Prepare supplies and equipment for shipment and delivery. *E*

Operate a computer terminal to prepare and maintain inventory and related records and reports; compose routine correspondence. *E*

Maintain and control stock inventory; rotate stock; recommend stock reorder.

Pick up material and parts from local vendors.

Assign equipment numbers to new furniture and equipment; place property record tags on equipment.

Maintain inventory of campus capitalized assets.

Conduct bi-annual inventory of assets in coordination with the Business Office and campus departments.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Lifting, carrying, pushing and pulling heavy objects unload heavy supplies and equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies.

Dexterity of hands and fingers to operate warehouse equipment.

Walking or standing for extended periods of time.