

Job Title: **Warehouse Worker**
 Job Family: **Resource Operations**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 1, 2009**

Job Code: **1472**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 19**
 Typical Work Year: **12 months**

SUMMARY: Responsible for delivering warehouse materials, mail, supplies and other materials to customers throughout the District; pulling orders in warehouse for delivery; picking up and transferring discarded and other items at a school’s request; transferring media equipment by truck to and from the Media Center; and transferring materials to or from storage or to designated areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Load warehouse orders including materials, mail, supplies and other materials onto delivery truck; drive to appropriate District locations; and unload the ordered items for the customers.	D	70%
2. Pull orders in warehouse for delivery by loading, unloading and/or moving materials onto or from pallets, racks, bins or shelves.	D	5%
3. Pick up discarded items, equipment or materials at a school’s request and deliver to appropriate location.	D	20%
4. Transfer media equipment by truck to and from the Media Center and track the transfers via the Equipment Tracking System (ETS).	D	3%
5. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of one year experience in warehousing or truck driving.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) required within one month after entering position.
- Ability to pass Department of Transportation (DOT) prescribed physical.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic problem solving skills.
- Ability to obtain proficient knowledge of Department of Transportation (DOT) and Intrastate Commerce Commission (ICC) requirements related to transportation and commercial vehicles.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with a delivery truck (e.g., box trucks/deliver vans 16-20 feet with air brakes and lift gates).
- Operating knowledge of personal computers and peripherals required within 2 months after entering position.
- Operating knowledge of forklift and electric and manual pallet jacks required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Warehouse Manager	051116

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy	X			
Coordinate			X	
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	