

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **WAREHOUSE TECHNICIAN I / II / SENIOR**

**GRADE LEVEL:** E4 / E8 / E10

**SUPERVISOR TITLE:** Purchasing/Warehouse Supervisor

**FLSA Status:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under immediate supervision progressing to general supervision, to perform a variety of warehouse duties including inventory maintenance, shipping and receiving, staging and purchasing assistance.

**CLASS CHARACTERISTICS**

**Warehouse Technician I**

This is an entry-level position in the Warehouse Technician class series. Employees assigned to this level perform limited or routine duties under direct supervision. Because employees in classifications at this level may be in a training capacity, such positions typically do not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Warehouse Technician II**

This is the journey level position in the Warehouse Technician class series. Employees assigned to this level perform a full range of warehouse/purchasing duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **Senior Warehouse Technician**

This is professional level position in the Warehouse Technician class series. Employees assigned to this level perform a full range of warehouse/buying duties under limited supervision. Because employees in classifications at this level are expected to be fully trained, competent, and decision makers such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES FOR WAREHOUSE TECHNICIAN I/II** (Duties may include, but are not limited to, the following):

- ✎ Coordinate and monitor all District shipping and receiving and maintenance of physical inventory, maintain all non-inventory storage in District warehouse Deliver, coordinate job orders to purchasing and conduct weekly review on job order status
- ✎ Balance schedule dates and delivery lead times; physically deplete and move direct charge and inventory material to staging area. Assist Purchasing Agent with buying duties Communicate material and equipment availability to supervisors and/or managers.
- ✎ Maintain inventory in computer system through data entry and generate reports.
- ✎ Prepare, coordinate, and conduct weekly cycle counts Monitor all purchase orders through report reviews.
- ✎ Assist and maintain vendor contact, coordinate purchase order follow-up Operate all types of material handling equipment including forklift, backhoe, hand trucks, platform carts, banding machines, etc
- ✎ **Follow-up on purchase orders with regard to late or backlog orders.** Assist with the District recycling programs.
- ✎ Maintain the warehouse to include general clean-up, organization and prevention of safety hazards and security.
- ✎ Perform related duties as assigned




**EXAMPLE OF DUTIES FOR SENIOR WAREHOUSE TECHNICIAN** (Duties may include, but are not limited to, the following):

- ✎ Evaluate stock levels; reviews inventory control levels, recommends **to supervisor** changes to inventory items; review non-inventory purchases for repetition and potential stocking
- ✎ Maintain automated inventory control in Lawson Finance Software System
- ✎ Develop & run inventory tracking reports as requires. Assist/Train District staff with RQC entry & follow-up.
- ✎ Year-end physical inventory count, and address auditor inquiries
- ✎ **Oversee normal warehouse operations and give direction to temporary employees as requires with limited supervision (Billy OK with not including level 1 & 2 technicians until structure determined after Dave retires)**
- ✎ Train employees on forklift operation and certification



## **QUALIFICATIONS**

### **Warehouse Technician I**

#### **Knowledge of:**

-  Material handling manually and with equipment
-  Basic warehousing procedures
-  Proper work safety standards

#### **Ability to:**

-  Operate warehouse, yard and other material handling equipment
-  Comply with the District's Safety, Health, and Environmental policies



## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Six (6) to twelve (12) months of warehouse experience, preferably in the water utility field.

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade; any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties.




#### **Licenses and Certificates:**

-  Valid California Driver's License, required
-  Forklift Operator Certificate, required or ability to obtain within 30 days






*In addition to the qualifications for **Warehouse Technician I:***

### **Warehouse Technician II**

#### **Knowledge of:**

-  Basic purchasing procedures
-  District tools and equipment and their operation
-  District approved application software to include spreadsheets, word processing, database and mainframe interfacing

**Ability to:**

-  Operate personal computer, copier/ /fax/scanning machine, etc.
-  Prepare, understand and analyze computer spreadsheets and reports
-  Communicate with vendors and management
-  Troubleshoot problem areas in warehouse
-  Comply with the District's Safety, Health, and Environmental policies

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Two (2) or more years of increasingly responsible experience in the field of warehousing with emphasis in buying **inventory items & inventory support** or two (2) years of experience as a Warehouse Technician I.

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade supplemented by specialized training in warehousing/buying.





**Licenses and Certificates:**

-  Valid California Driver's License, required
-  Forklift Operator Certificate, required



*In addition to the qualifications for **Warehouse Technician I&II:***

**Senior Warehouse Technician**

**Knowledge of:**

-  Advanced Warehouse practices & procedures
-  Advanced computer skills in Financial Information Systems (FIS) current system software, and Excel
-  Leadership techniques and skills
-  District materials requirements and waterworks industry knowledge

**Ability To:**

-  Evaluate safety conditions and issues in warehouse and implement changes under limited supervision
-  Buy inventory and non-inventory items as assigned with limited supervision

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Four (4) or more years of increasingly responsible experience in the field of warehousing with emphasis in buying or two (2) years of experience as a Warehouse Technician II.

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade supplemented by specialized training in supervision and warehousing/buying.

**Licenses and Certificates:**

- ✎ Valid California Driver's License, required
- ✎ Forklift Operator Certificate, required
- ✎ Certificate in Warehouse Management or equivalent **years of warehouse experience**, required or ability to obtain within two (2) years

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS FOR ALL WAREHOUSE TECHNICIAN CLASSES**

The essential functions of this position will require the employee to perform the following physical requirements:

- ✎ Carry, push, pull, reach and lift supplies and merchandise weighing up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during the storage and distribution of equipment and supplies
- ✎ Communicate verbally with District staff in face-to-face and one-on-one settings
- ✎ Regularly use a telephone for communication
- ✎ Stand and walk for extended periods on cement slabs

Hearing and vision within normal ranges Use office equipment such as Computer and Copier/Fax/Scanning machine.

**OTHER REQUIREMENTS FOR ALL WAREHOUSE TECHNICIAN CLASSES**

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Inclement weather
- ✎ Handling hazardous materials and gases
- ✎ Potentially dangerous tools and equipment such as battery charger, skill saw, and drill motor.
- ✎ Traffic hazards

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date