



## City of Irving Job Description

### Warehouse Specialist

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| <b>FLSA Status:</b> | Non-Exempt | <b>Job Department:</b>         | Water Utilities or Parks & Recreation |
| <b>Job Code:</b>    | W142       | <b>Reports To (Job Title):</b> | Designated Supervisor or Manager      |

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#### PURPOSE

To plan, organize, manage, and oversee the warehouse operations at either the Valley View Municipal Complex (VVMC) or the Rock Island facility, serving designated departments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the transport, inspection, verification, storage, and disposal of City materials at *either* the Valley View Municipal Complex (VVMC) Warehouse *or* the Rock Island warehouse, *depending on assignment*; maintain accurate accounting of warehouse materials and inventory.
- Process, track, and store non-inventory items for Water Utilities and/or Traffic and Transportation (including Streets Division), *if assigned to VVMC*, or Parks & Recreation and other city departments, *if assigned to Rock Island*, as well as, other work groups as assigned; print and pull requisitioned items for timely pickup by staff.
- Provide training on warehouse operations for all staff picking up materials or equipment for work orders or assigned to support warehouse operations.
- Make direct contact with vendors and resolve issues relating to purchasing items; monitor contracts and research purchase orders to ensure purchases adhere to specifications and meet all City requirements.
- Assist and recommend goals and objectives for warehouse administration and inventory maintenance.
- Direct and oversee the activities of temporary staff assigned to help support warehouse operations.
- Maintain inventory stock levels to meet departmental requirements; review and make recommendations regarding changes in inventory maintenance and control.
- Maintain warehouse and office area in secure, clean, neat, and orderly manner, which includes performing minor maintenance tasks as necessary.
- *As applicable*, check inbound freight from variety of carriers.
- Ship or mail items on behalf of City staff, which may include delivering supplies to multiple city departments and/or transporting water bill inserts to billing company on a monthly basis.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Enter warehouse requisitions and process orders through the Munis financial system.
- Review bid specifications and provide recommendations on quantities during the bid preparation process.
- Participate in budget development.

- *As assigned*, organize and coordinate auction process for citywide non-capitalized items.
- Prepare items identified for the City auction by receiving, transporting, storing, and tracking auction items for assigned departments.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for securing approximately \$1 million in warehouse inventory

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade *and* some college or vocational training in a related field.

### **EXPERIENCE**

- Minimum of two (2) years of experience in supply acquisition and inventory with some experience in a leadership role.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license.
- Lift Truck Safety Training Course Certification.
- *If assigned to Rock Island Warehouse*: Forklift Safety Certification Trainer.

### **KNOWLEDGE OF**

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

## SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Persuasion: Convincing others to approach things differently.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.

## GUIDANCE RECEIVED

### General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

**Note:** At departmental prerogative, guidance received may instead be represented by broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies.

## CONTACTS

Internally, this position is constantly in contact with employees from all city departments, up to the Manager level, to fill warehouse requisitions and to discuss janitorial supplies, parts, materials and/or equipment controlled in the warehouse. *If assigned to Rock Island*, it also interacts regularly with departments when monitoring the available warehouse space for inventory and receipt of auction items.

Externally, it receives orders on a regular basis which includes checking the order for accuracy and quality and using the fork lift truck to unload deliveries. It meets with sales personnel to discuss new products and equipment for the warehouse inventory.

## EQUIPMENT AND PROPERTY

This position utilizes a desktop computer, telephone, pallet jack, and a fork lift truck.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

*If assigned to VVMC:* The employee is constantly required to lift up to 10 pounds, listen, see, and talk. Frequently, s/he is required to climb, lift up to 25 pounds, push or pull, reach, sit, stand, stoop, and walk. Occasionally, s/he is required to balance, carry, drive a vehicle, and grasp.

*If assigned to Rock Island:* The employee is constantly required to carry, grasp, lift up to 10 pounds, listen, see, sit, stand, talk, and/or walk. Frequently, s/he is required to drive a vehicle, lift up to 50 pounds, push or pull, and/or reach. Occasionally, s/he is required to balance, climb, lift up to 100 pounds, kneel, and/or stoop.

*Additionally,* s/he will frequently be required to lift in excess of 100 pounds with the aid of a fork lift truck.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

*If assigned to VVMC:* The employee is frequently exposed to toxic or caustic materials and extreme temperature or weather conditions.

*If assigned to Rock Island:* The employee is constantly exposed to moving mechanical parts. Occasionally, s/he is exposed to toxic or caustic materials, extreme temperature or weather conditions, and/or air contamination.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.