



City of Irving Job Description

Warehouse Assistant

FLSA Status:	Non-Exempt	Job Department:	Parks and Recreation or Water Utilities
Job Code:	W262	Reports To (Job Title):	Designated Supervisor

PURPOSE

To assist with management of shipping and receiving supplies and equipment for the City's warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee the transport, verification, storage and disposal of City materials.
- Maintain accurate accounting of warehouse materials and inventory.
- Print and pull requisitioned items.
- Check inbound freight from a variety of carriers.
- Ship or mail items for City departments.
- Oversee department uniform purchases and uniform disbursements to employees.
- Deliver supplies to multiple City departments.
- Research purchase orders.
- Maintain inventory stock levels.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Answer questions from City employees about warehouse procedures.
- Maintain warehouse and office area in secure, clean, neat, orderly manner, including performing minor maintenance tasks as necessary.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Monitors expenditures on departmental accounts.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Minimum of one (1) year of experience in inventory control and warehouse management.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

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.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, familiarity with Microsoft Office suite.

SKILLS AND ABILITIES IN

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Basic Record Keeping & Maintenance: Collecting and recording of information according to sound principles and practices; responding to questions or concerns, and updating as appropriate.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Interacts with vendors, internal and external customers and other departments.

EQUIPMENT AND PROPERTY

Operates City vehicles, including either a half-ton pickup or forklift, and utilizes a phone and computer.

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.*

The employee constantly is required to listen, see, and/or talk. Frequently, s/he is required to climb, lift up to 100 pounds, pull, push, reach, sit, smell, stand, stoop, and/or walk. S/he occasionally is required to balance, carry, drive a vehicle, grasp, handle, and/or feel.

WORK ENVIRONMENT

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

The employee regularly is exposed to extreme temperatures or weather conditions, noise, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

* 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.