



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

WAREHOUSE SUPPORT SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of warehouse functions at the District warehouse facility, including receiving, inspecting, processing and issuing warehouse stock; shelve, store and prepare warehouse items for delivery; utilize a computer to input data, maintain automated records and generate computerized reports; and perform other job-related duties as required and/or as assigned.

ESSENTIAL DUTIES:

- Perform a variety of warehouse functions at an assigned location involving receiving, inspecting, processing and issuing warehouse stock including supplies, equipment; ensure supplies and equipment are delivered and picked up in a timely manner.
- Shelve, store and prepare warehouse items for delivery; fill and process requisitions; pull, pack, sort and ship items or supplies to locations according to established procedures; arrange and schedule deliveries as directed; monitor stock levels; review and verify accuracy of orders.
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy;
- Collect and deliver surplus furniture, materials, supplies, and equipment for District facilities and staff; pick up, deliver, and process recyclable materials from various locations; tagging, processing and transporting Fixed Asset equipment.
- Input incoming and outgoing product information and various other data into an assigned computer system; maintain automated records; generate a variety of computerized lists and reports; ensure accuracy of input and output data.
- Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; utilize a two-way radio; operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Use of tools such as wrenches, drills and impact wrenches to disassemble and move items like furniture, fixtures and equipment.
- May procure and set up items for events such as canopies, tables, chairs, etc.
- Assist with ensuring all audiovisual equipment, microphones, speakers and projectors are set-up correctly before use.
- Drive a vehicle to various locations to deliver goods; load trucks with appropriate supplies and equipment; ensure deliveries comply with quantity and product specifications; may sort and deliver mail as directed.
- Communicate with district personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, inventory and assigned activities.
- Maintain a warehouse in a clean, orderly and safe condition.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, and equipment.
- Simple record management procedures.
- Vehicle service and maintenance requirements.
- Safe working and vehicle / equipment operational practices.

ABILITY TO:

- Follow oral and written directions; establish and maintain cooperative working relationships.
- Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, and equipment.
- Simple record management procedures.
- Safe working and vehicle / equipment operational practices.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions. Recent job-related experience within the last five years is required.

LICENSE, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Valid of a valid California Motor Vehicle Operator's License.
- Possession and maintenance of a forklift operator certificate
- Insurability by the District's liability insurance carrier may be required.

Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work. Noise from equipment/vehicle operation.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone and other communication devices.
- Must possess the manual dexterity to operate equipment and use hand tools, and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to dust, fumes, odors and chemicals. Working around and with machinery having moving parts. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

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