

## WAREHOUSE WORKER

### **PURPOSE AND NATURE OF WORK**

This is work receiving, storing, loading, unloading, and issuing materials, parts, supplies, and equipment. Work requires the performance of some simple clerical duties in recording the receipt and issuance of materials, parts, supplies, and equipment. Incumbents report quantity of inventory and also recommend stock requisitions. Employees may be required to store and handle hazardous materials. Employees work on an on-call rotating basis. Employees must exercise caution to safely perform assigned tasks and perform their duties under general supervision of the Warehouse Foreman.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives and issues materials, parts, supplies, and equipment. Records the receipt and issuance of such goods. Checks items for proper condition, quantity, and description; records and checks against purchase orders, shipping, and other documents. Loads, unloads, stores, stocks, and keeps track of goods in storage or warehouse facility, or on a yard using a forklift or other related equipment. Follows safety guidelines. Cleans storage or warehouse facility and performs related upkeep of the area. Picks up parts and supplies from other locations. May unload, store, and catalogue hazardous materials (e.g. PCBs contained in some transformers). Drains transformers of oil and prepares for proper disposal. Assists in taking inventories, making deliveries, and picking up items for departments. May assist maintenance personnel occasionally by performing routine unskilled tasks.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of materials and methods used in the electrical, water, and wastewater industries.

Some knowledge of warehouse control methods.

Some knowledge of occupational hazards in storage of materials and equipment.

Some knowledge of basic computer operations and related software, and the ability to learn software programs related to warehouse operations.

Ability to lift and carry heavy objects.

Ability to operate mechanized equipment including utility vehicles, forklifts, and related equipment safely in narrow and constricted warehouse aisles and outside holding areas on unpaved, unimproved, or difficult terrain.

Ability to layout storage space and establish item and materials location easily.

Ability to understand and follow oral and written instructions.

Ability to write legibly and spell accurately.

Ability to establish and maintain effective working relationships with superiors and other employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school; and some experience in warehouse or related work; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATION**

1. Possession of a valid Louisiana driver's license.
2. Must obtain certification for forklift operation within 6 months of appointment.