JOB DESCRIPTION

Department: Operations
Division: Warehouse
Subdivision: Warehouse
Position: Warehouse Worker II
Number: L2805
FLSA Status: Non-Exempt
Pay Range:
Job Family: LABOR TRADES
Safety Sensitive: No

Approved On: Next Revision:

POSITION PURPOSE
Performs manual and clerical duties specializing in electric, broadband, water and wastewater utilities related to shipping, receiving, inspecting, storing, issuing, staging, and delivering a variety of materials, equipment and supplies.

ESSENTIAL DUTIES

Incumbent is accountable for all duties of this job and other projects and responsibilities may be added at the City’s discretion.

- Responsible to assign and affix numbers on transformers in order to start an audit trail of used transformers and equipment in preparation to ship. (175.2)
- Receive materials from vendors, unload trucks, and inspect materials to verify match to Power and Communications and other utilities specifications and standards. Prepare paperwork and maintain receiving records. (175.2) (503.1) (41.1)
- Pull, stage, kit, tag and issue materials for Power and Communications, PWNR and other City departments. (175.2) (503.1) (41.1) (9.2)
- Determine materials, parts, and tools needed for electric line and broadband install technician workers jobs and load and unload these items to and from trucks and trailers. Supply electric line and broadband install technician crews with materials, parts, and tools as needed throughout the job. (175.2) (503.1) (41.1) (9.2)
- Daily, meet with electric line crew and broadband technicians to obtain a materials list of non-stocked items that are needed to purchase in order for them to complete their tasks for the day. (175.2) (503.1) (41.1) (9.2)
- Deliver materials, equipment and tools to line and fiber install crews in the field and maintain delivery records. (175.2) (503.1) (41.1) (9.2)
- Prepare, package, ship stock and non-stock materials for exchange or credit. Prepare paperwork and maintain shipping records. (175.2) (503.1) (41.1) (9.2)
• Trace and correct minor purchase request and order errors. Solve minor vendor material discrepancy problems. (9.2) (175.2) (41.1)

• Responsible for pulling materials from stock for construction from work order material lists, and staging same for maintenance and construction crews. (175.2) (41.1) (9.2)

• Required to assist; Electric, Broadband, PW/NR and contractors working for the City by loading and or unloading of inside and or outside stocked and non-stocked materials. (175.2) (41.1) (9.2)

• Prepare sales of various stock items to City residents and/or contractors. (9.2)

• Perform general cleanup of storage facilities, maintain a safe working environment and safe work practices. Responsibilities include reporting un-safe practices to Supervisor. (175.2) (41.1) (9.2)

• Responsible for reviewing a variety of computer printouts for accuracy of balances of warehouse and store yard stock by performing periodic inventories. Inform Supervisor of discrepancies and necessary adjustments that need to be made. (175.2) (41.1) (9.2)

• Coordinate creating requisitions, shipping and receiving of high voltage and low voltage rubber gloves, sleeves, line covers, blankets, insulated hot sticks for cleaning and testing. (175.2) (9.2)

• Following schedules coordinate pulling, issuing, staging and informing electric operations that it is time to change out high voltage and low voltage rubber gloves, sleeves, line covers, blankets, insulated hot sticks that are due to be sent in for cleaning and testing. (175.2) (9.2)

• Required to attend and participate in job training and safety meetings. Attend specialized schools and or seminars that are related to inventory, electric, broadband or other training assigned by city staff. (175.2) (41.1)

• Adhere to and be actively involved by carrying out all safety procedures set by City Power and Communications safety committee. (175.2) (41.1) (9.2)

Performs essential duties and additional tasks in a manner which enhances City Attributes.

**ADDITIONAL DUTIES**

• Required to pick up materials from distributors for Warehouse Inventory, Electric, Broadband, PW/NR and other City Departments. (175.2) (503.1) (41.1) (9.2)

• Assist warehouse customers with requisition entry, product choice, buying, and minor receiving problems. (175.2) (41.1) (9.2)

• Evaluate stocked or returned materials to warehouse for obsolescence. (175.2) (503.1) (41.1)
• Responsible for keeping current on policies, procedures, material specifications and other matters related to the assigned work. (175.2) (503.1) (41.1) (9.2)

• Assist Inventory Control Technician by moving, tagging overstocked items to normal bin location. Also to tag materials that is not in the normally stocked bin locations(s). (175.2) (503.1) (41.1) (9.2)

• Perform routine maintenance and minor repairs of tools and equipment. (175.2) (41.1)

• Assist in organizing and reorganizing warehouse and yard layouts. (175.2) (503.1) (41.1)

• Update photos and fine details of stocked items. Add, revise or delete in Munis Inventory Item file. (175.2) (503.1) (41.1)

• Responsible for sweeping inside, outside dock and asphalt areas in and around warehouse. (175.2) (41.1)

• Picks up and disposes of grounds trash, weeds and required to perform other assigned routine inside and outside cleaning and maintenance tasks. (175.2) (41.1)

• Available to work overtime and or Saturday as needed. (175.2) (41.1)

• Assist other staff and perform related duties as assigned.

• Remove and dirt work and other construction materials at warehouse site.

• Perform snow and ice removal at service center site.

• Perform other duties as assigned and required.

Distinguishing Characteristics of Warehouse Worker II:

• Provide training, instruction and supervision to Warehouse Workers, Inventory Control Technician as a substitute when Warehouse Supervisor is unavailable.

• Responsible for being a lead in all aspects of City warehouse operations. To be a backup in any of the warehouse positions as needed. (9.2) (41.1) (175.2)

• Relocate by reorganizing outside stock areas of both warehouse outside storage locations and LPC storage areas that are not on inventory. (175.2) (41.1)

• Responsible to coordinate all of LPC other City department recycling needs. (9.2)

• Monitor and maintain scrap metals to be recycled. Work with metals vendors to coordinate containers to be exchanged or trailers loaded (9.2) (175.2)

• Coordinate inter-department pickup and delivery of obsolete electronic parts and equipment to recycling center. (9.2)

• Responsible for pulling oil samples for testing of possible PCB contamination. Prepare, maintain paper work, spreadsheets and monitor salvage value on non-
contaminated equipment disposed of for scrap. Responsibilities include working with various types of hazardous materials that enter the warehouse. (175.2)

- Authorizes sale, repair, or return to stock of transformers.
- Uses computer to enter records such as transformer disposition, load loss evaluations, in stock.
- Following Purchasing guidelines is authorized to purchase inventory, special electric and broadband items as a substitute when Warehouse Supervisor is unavailable.
- Able to work with used transformers by tracking serial numbers, record keeping and disposal in accordance with federal regulations. (175.2)
- As needed operate a variety of specialized equipment including the backhoe and crane at the Service Center site.
- Consolidates UPS weekly statements for Accounting by completing a requisition and then approving for payment. Maintains reserve required by UPS.
- Perform snow and ice removal as requested.

The City expects employees to engage in frequent, meaningful communication in all interactions. Team members are expected to fully engage, participate, make decisions, take action and hold self and others accountable.

**REPORTING RELATIONSHIPS**

**Supervision Received:**
Direct supervision provided by the Warehouse Supervisor.

**Supervision Exercised (direct reports and/or direct staffing decisions):**
None.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Education and Experience:**
Combination of education and experience equivalent to the completion of the twelfth grade and six months general, electric and broadband warehousing experience is preferred.

**Bilingual Requirements:**

This position prefers the incumbent to be fluent in the following languages:

The proficiency level expectation is: (Basic/Intermediate/Advanced)
SSL (Spanish Sign Language) Intermediate desirable.

**Knowledge of:**
- Electric, water and waste water utility warehousing.
- Store keeping and inventory methods.
• Safe work practices.
• Proper use of personal protective equipment.
• Proper handling of hazardous material.
• Traffic laws, ordinances, safety rules, and department policies applicable to truck and equipment operation.

Ability to:
• Must be able to work without supervision.
• Solve basic math problems, particularly pertaining to pricing, counting and inventory control.
• Make decisions with minimal supervision and understand when direction is required.
• Perform routine clerical work and make simple arithmetic calculations.
• Understand and carry out oral and written instructions.
• Perform heavy manual work in lifting and moving stock.
• Operate various stockroom equipment and tools
• Establish and maintain effective working relationships with other City employees, representatives of other agencies and organizations, other City departments, and members of the community.
• Demonstrate support for organizational change and improvement. Bring forth new ideas and concepts that may impact efficiency and may lower costs.

Additional requirements:
Possession of a valid Colorado CDL Driver's License. First aid and CPR certification.
Ability to obtain fork lift certification within 90 days of hire.
When call backs occur, must be able to report to warehouse within 25 minutes.
Able to being flexible by completing a work week by adjusting hours.
Ability to obtain CDL within 6 months after being in Senior Warehouse Worker position.
In good standings, has retained City position of Warehouse Worker for a minimum of ten years.

EQUIPMENT USED
Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax. Power and hand tools, one-ton truck, van, forklift and man cage, power industrial trucks, electric pallet jack and pallet grabber, sprayer, banding machine, hand carts and dollies, scissor lift, scales, cable reel booms, wire cable counter, ladders, drum lift, spool adapter, lawn maintenance equipment, and dock plate. Backhoe, crane and hydraulic tools.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS
Work is generally performed in a warehouse, stockyard, and outside environment with frequent exposure to dust; constant exposure to noise, sun, slippery/uneven walking surfaces, occasional exposure to fumes, smoke/gases, solvents, grease and oils, and pesticides/herbicides. Work involves frequent work around machinery and moving vehicles. Work requires constant use of fingers and both hands; constant lifting/carrying of light to heavy loads (up to and over 50 pounds), occasional sitting for up to 1 hour, and
walking and standing up to 7 hours; and constant pulling, pushing, reaching, crawling, occasional bending/stooping, twisting, kneeling, squatting, and crawling. Physical and visual capabilities to operate vehicles, trucks, and motorized equipment, to distinguish items and numbers on parts and labels, to work on computers and associated equipment for prolonged periods of time. Work requires the ability to communicate effectively, work closely with others or alone, and entails frequent customer contact. Work requires ability to read invoices and packing lists, perform written record keeping, and resolve minor delivery and shipping/receiving problems. Work requires the ability to operate a vehicle in the pick-up and delivery of supplies, materials, and mail.

Potential to being put on an on-call status during and after work hours on a weekly rotation basis for emergency supply distribution.

With-in 25 minutes required to report to warehouse or job site to assist electric and or broadband crews by obtaining, delivering and returning materials.

PHYSICAL REQUIREMENTS
The candidate for this position must be able to meet the physical requirements necessary to do the job. The following is a list of types of physical activities and the body parts affected by the activities for the job.

DEFINITIONS:
Occasionally: activity or condition exists up to 1/3 of the time. Frequently: activity or condition exists from 1/3 to 2/3 of the time. Constantly: activity or condition exists 2/3 or more of the time.
(From “Dictionary of Occupational Titles”, U.S. Department of Labor)

LIFTING - Back, Legs, Arms
Occasionally lift: 6” level lift with trunk rotation warehouse inventory – 80 lbs.; floor to knee, floor to mid-thigh, floor to waist, floor to chest, floor to shoulder, floor to eye level warehouse inventory – 70 lbs.
Occasionally carry one-handed: a 5-gallon bucket of mortar repair – 52 lbs.
Occasionally carry two-handed: reams of paper up two flights of stairs four times – 55 lbs.
Occasionally pushes outward: a hand pallet jack – 80 lbs. of force.
Occasionally pulls inward: a hand pallet jack – 43 lbs. of force.
Two-person Lifts: special items such as copiers, desks, computers, anodes, as well as any warehouse inventory 70 lbs. or greater needing to be lifted overhead.

SUSTAINED POSITIONS – Legs and Back
Occasional sitting while at the computer and filling out paper work; standing while at the service counter; squatting while performing pre-inventory; bending at waist while
unloading truck; kneeling while performing pre-inventory; overhead work while performing pre-inventory; and stomach lying while reaching under shelving units.

**LOWER BODY MOBILITY – Legs and Back**
Constant walking over various terrain while performing warehouse duties. Occasional stair climbing two flights of stairs while performing warehouse duties; climbing 12' platform ladders and four-step ladders while reaching, bending, and lifting up to 15 lbs.; shoveling snow; sweeping while cleaning warehouse and warehouse bathroom; trunk rotation 90 degrees while placing inventory from the cart to the shelf; and repetitive squat up to 20 times.

**UPPER BODY MOBILITY – Trunk, Shoulders, Elbows, and Arms**
Occasional rotating trunk and neck while driving the forklift; climbing 12' platform ladders and 4-step ladders while reaching, bending and lifting up to 15 lbs.; shoveling snow; sweeping while cleaning warehouse; and trunk rotation 90 degrees while placing inventory from the cart to the shelf.

**FINE MOTOR – Forearm, Hands, Wrists and Fingers**
Occasional fine motor while keyboarding, utilizing a 10-key calculator, opening boxes, operating the pallet jack and forklift, and performing paperwork. Applicant must have ability to perform installing and removing screws and bolts with eyes occluded.

**BALANCE**
Ability to balance occasionally when reaching and leaning while on a ladder and on slippery surfaces.

**Other**
Applicant must be able to tolerate working with hazardous materials.

*The City is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and City values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the City celebrates diversity in the workforce. This position description is a valid statement of the job duties, responsibilities, requirements and performance expectations of this position.*

**CITY ATTRIBUTES**

**As One** - Attributes for which each one of us is responsible, including **Respect**, **Integrity** and **Service**.

**Together** - Behaviors that together employees and the organization equally share responsibility for demonstrating, including **Enjoyment**, **Communication**, **Accountability**, **Creativity** and **Teamwork**.

**We Lead** - Actions and behaviors that the organization has a lead role in supporting as we all lead our organization into the future, including **Appreciation**, **Action**, **Learning**, **Balance** and **Leadership**.
This job description has been reviewed and approved.

**Department Director:**

Human Resources Staff: