



Job Title: Warehouse Technician I

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to perform the physical demanding work and records maintenance tasks of storage, shipping, and receiving of goods within a warehouse environment.

ESSENTIAL JOB FUNCTIONS

- Performs shipping and receiving tasks of materials and supplies in the warehouse, e.g., materials, furniture, food, commodities.
- Loads and unloads deliveries and shipments.
- Performs inventory and sorting tasks for warehouse delivery and storage; Performs sorting and packaging of items to be shipped.
- Receives, unpacks, and examines deliveries; Verifies accuracy of received inventory and inspects product condition; Records and reports shortages and damages.
- Performs sorting, packaging, and labeling of materials and supplies to be shipped.
- Operates various small equipment and machinery to store and retrieve large pallets of merchandise and materials to and from storage areas, e.g., forklift, hand truck, pallet jack, electric cart.
- Performs general maintenance and custodial tasks of warehouse facilities and equipment, e.g., sweeping, discarding waste.
- Performs numerous essential record keeping duties to organize and ensure accuracy of warehouse shipping, receiving, and inventory databases.
- Assists in conducting inventories.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- One (1) year of experience in shipping and receiving, storekeeping, purchasing, accounting, or a related field supplemented by a demonstrated ability to perform the physical and mental requirements of the work.

- Or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of modern office, storeroom, and/or warehouse inventory and bookkeeping practices.
- Requires the ability to display knowledge of mathematical computation.
- Requires the ability to display knowledge of applicable computer applications related to the work.
- Requires the ability to display knowledge of purchase and requisition procedures and practices.
- Requires the ability to display knowledge of record keeping principles.
- Requires the ability to display knowledge of techniques for establishing and maintaining effective work relations.
- Requires the ability to make mathematical calculations with speed and accuracy.
- Requires the ability to maintain inventory and stock control.
- Requires the ability to prepare a variety of inventory and receiving reports and forms.
- Requires the ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: