

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: WAREHOUSE TECHNICIAN

JOB GOAL: To provide appropriate clerical and technical support to the assigned department so that the unit is able to operate in an efficient, effective, and professional manner; to verify and maintain specialized accounts for archiving systems and tracking assets, while providing support to daily warehouse services.

Qualifications

Knowledge of

1. Methods, systems, and record keeping procedures used in receipt and delivery of mail, supplies and equipment, and delivery slips, and the purpose and function of each.
2. Basic English usage, writing and math level necessary to perform assigned tasks.
3. Appropriate techniques for lifting and/or carrying supplies.
4. Correct English usage, spelling, grammar, and accounting terminology.
5. State and district laws, policies, rules and regulations pertaining to school accounting and record keeping requirements and standards.
6. Data processing equipment, to include a working knowledge of applications software, hardware specifications and training requirements.
7. Safe and efficient procedures for truck operation, loading, and delivery.
8. Safety rules and regulations for this position.

Ability to

1. Assist in effectively receiving, storing, and delivering supplies, materials, and equipment in a warehouse facility to district or other assigned sites.
2. Establish and maintain a variety of complex record-keeping systems and prepare a variety of reports related to assigned areas of responsibility.
3. Communicate effectively and tactfully in both oral and written form.
4. Determine priorities and schedule work effectively and efficiently.
5. Establish and maintain effective work relationships with those contacted in the performance of required duties.
6. Learn complex computer data entry and retrieval systems as designated.
7. Follow designated safety regulations associated with this position.
8. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
9. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
10. Learn new procedures and equipment use.
11. Learn proper warehousing and storage methods and procedures.
12. Maintain work schedules in performing tasks.
13. Operate a variety of machines and equipment including van, truck, forklift, hand trucks, computer terminal, telephone, calculator, and office equipment.
14. Perform mathematical calculations using addition, subtraction, multiplication, and division.
15. Plan, organize, coordinate, and direct a mail delivery operation.
16. Present and maintain a pleasant appearance and demeanor.
17. Understand and carry out oral and written instructions.
18. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
19. Work successfully with diverse groups of people.

Ability to (continued)

20. Be a productive and active team member

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade (required). Supplemental college-level courses in budget, finance, accounting or related fields (desired).
2. Three (3) years of increasingly responsible experience in office/clerical work involving account, financial, or statistical records maintenance, or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Working knowledge of word processing and spreadsheet software related to position.
4. One (1) year of successful experience in delivery procedures and general record keeping; good driving record; or any combination of training and experience that could likely provide the desired knowledge and abilities.
5. A work history demonstrating reliability and good attendance.

REPORTS TO: Assigned Administrator

ESSENTIAL FUNCTIONS

1. Maintains and processes account information related to assigned operational records by transferring data, calculating totals and subtotals, and compiling summaries.
2. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
3. Monitors the electronic archiving process to ensure that all records are scanned appropriately and placed in the appropriate locations for retrieval at later times.
4. Compiles financial data related to accounts in order to bill back to the appropriate departments and schools.
5. Maintains mail accounts to insure that postage is charged to the correct departments.
6. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
7. Accurately prepares files for scanning and scans those files making sure scans are routed correctly in a pre-determined manner.
8. Verifies accuracy of computer generated reports, adjust/corrects information as needed.
9. Keeps an accurate and timely accounting of all archival records both on and off site.
10. Operates all assigned vehicles and equipment in a safe and effective manner.
11. Safely drives a forklift to move items around the warehouse and other locations as needed.
12. Assists in maintaining delivery vehicles, including washing, checking tires, fuel, oil, and water levels.
13. Reacts appropriately to emergency or priority delivery situations that require changes in schedule.
14. Assists, as time permits and allows, in shipping, receiving, and delivery operations and procedures.
15. Participates in district in-service training as required.
16. Follows district policies and procedures.
17. Knows and understands the Mission and Core Values of the district.
18. Communicates effectively in both oral and written forms.
19. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment designated for this position.
2. Possession and maintenance of a valid California Driver's License, a good driving record, and is insurable under the district's policy.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in a wide range of temperatures.
19. Able to work in restricted spaces in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to perform minor maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
21. Able to work with cleaning agents in a safe and efficient manner without allergic reaction.
22. Able to operate a variety of powered and manual equipment in a safe and effective manner.
23. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education

Date: November 10, 2016

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**