City of Bellingham
Classification Specification

CLASS TITLE	**Warehouse Worker**
DEPARTMENT	**Public Works - Operations** **Purchasing and Material Management Section**
UNION:	**1937**
SG:	**108**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**SM/53-7065**

NATURE OF WORK:

Responsible for shipping, receiving and the supply of equipment, materials and mechanical parts used by City departments. Performs all elements of supply including ordering and receiving; safe storing and stocking; vendor research; issuing; and inventory control of materials, supplies, equipment and automotive and mechanical parts. Fulfills work order requests within authorized limited purchasing authority, or within existing buyer-initiated contracts. The Warehouse Worker assists departments through knowledge of resources needed to repair and maintain City-owned assets. Effectively communicates with City employees in various departments and vendors to ensure work order requests and buyer-initiated contracts are fulfilled in a timely, accurate and efficient manner. Maintains accurate records and documentation utilizing inventory control and financial software.

DISTINGUISHING CHARACTERISTICS:

The Warehouse Worker is a stand-alone classification. The Warehouse Worker is required to have technical expertise in equipment, supplies and materials needed to repair and maintain Public Works owned utilities and other City-owned assets, including water/wastewater materials, construction trades materials and parts, mechanical parts and equipment and/or automotive parts.

While the Warehouse Worker classification handles purchases under a limited purchasing authority and within existing bids and contracts, it differs from the Buyer classification in that the Buyer has a higher purchasing authority, does not perform warehouse work or material handling duties (freight loading/unloading, etc.) and is required to have technical expertise in the legal aspects of public bidding procedures and contract law to initiate contracts.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Warehouse Supervisor. Works independently under City, State and federal rules and regulations regarding acquisition, distribution and inventory control of supplies and materials and the guidance of applicable City policies, procedures and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Orders and receives incoming supplies. Notes damage or discrepancies and takes appropriate corrective action. Verifies accuracy of orders against supporting documentation. Prepares material and documentation for shipment and/or return of goods. Routes supporting documentation to appropriate destination.

2. Performs clerical duties on a computerized record keeping system to order, receive, store, issue and stock; maintains accurate and detailed records; and performs data entry, manipulation and retrieval.

3. Unloads, unpacks, moves and loads materials and equipment. Operates material handling equipment including forklifts, pallet trucks and carts.

4. Selects and issues supplies on approved requisitions; receives material requisitions for items, clarifies request if necessary; gathers items from stock, verifies description, and issues material and equipment.

5. Takes orders; clarifies and researches orders; obtains price quotes; places orders with vendors or refers orders or materials requisition to Buyer for completion if the order is above purchasing authority or beyond the position's scope of responsibility.

6. Assists supervisor in determining adequate stock levels and setting minimum and maximum benchmarks to maintain optimum stock levels.

7. Coordinates with departments for distribution of inventory and occasionally delivers or retrieves items using a City vehicle.

8. Maintains accurate inventory by the use of computerized records checks, physical inventories, and cycle counts. Maintains security of warehouse and inventories.

ADDITIONAL WORK PERFORMED:

1. May coordinate maintenance and repair of materials and equipment.

2. Cleans and maintains an orderly area to ensure a safe work environment.

3. Performs other related work of a similar nature and level.

KNOWLEDGE, SKILLS and ABILITIES:

Skill in:
- Good oral or written communications skills.
- Courtesy and tact to establish and maintain effective working with employees, vendors and City departments.

Knowledge of:
- Working knowledge of equipment, materials, parts and supplies and related warehouse and purchasing terminology as required.

- Working knowledge of computer financial applications used for inventory control and record keeping.
- Basic arithmetic including the ability to add, subtract, multiply, divide and calculate percentages.

Ability to:
- Work independently, quickly, and accurately to accomplish a high volume of work in an atmosphere of frequent interruptions.
- Plan, organize, prioritize and schedule projects.
- Operate a City vehicle.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Learn and demonstrate the safe and efficient operation of material handling equipment.
- Physical ability to perform the essential functions of the job, including:
  - Continuously stoop, bend, climb;
  - Frequently ascend and descend equipment such as a ladder;
  - Frequently operate a computer keyboard and material handling equipment such as a hand truck, pallet truck, forklift and motor vehicle;
  - Detect and interpret written information on a computer, telephone, signage and documents;
  - Frequently communicate accurate information and ideas with others;
  - Frequently move objects weighing 50 lbs. and transport objects weighing up to 70 lbs. safely.

WORKING ENVIRONMENT:

Work is performed in the Public Works warehouse and in an office setting. Works on ladders and operates a forklift, pallet trucks and hand trucks in the performance of duties. Operates City vehicles to pick up items from vendors and to deliver parts and equipment to various work sites and is therefore exposed to outdoor weather conditions. Works at a computer workstation to enter inventory data and obtain information about the status of orders. Required to use appropriate safety equipment and follow established safety policies. This position is subject to frequent to continuous physical exertion requirements. The person in this position is on call and occasionally works weekends, evenings and during emergencies.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience in warehousing, shipping, receiving, inventory control and record keeping.
- Experience with word processing, spreadsheet applications and computerized inventory system.
- One year of experience in public works, construction trades or automotive parts room experience desired.
- Experience operating a forklift desired.

  OR
- A combination of experience and training that provides the applicant with the knowledge, skills and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Must be able to obtain a forklift operator card within thirty (30) days of hire.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Willingness to work varied shifts including evenings and weekends as assigned. Willingness to be on call for emergencies as needed.

PREPARED BY: J. Cady
S. Mahaffey
11/97

REVIEWED BY:_____
Mike Olinger,
Interim Director
Public Works

REVISED BY: J. Cady
L. McGowan
6/01

J. Cady
L. McGowan-Smith
12/05

J. Cady
A. Beatty
4/13

B. Brubaker
M. Barrett
8/24

COMMISSION ADOPTION: September 11, 2024