

**CLASS SPECIFICATION**

1/13/2022

WAREHOUSE AND TOOLROOM WORKER, 1832

Summary of Duties: A Warehouse and Toolroom Worker performs manual and clerical work in ordering, receiving, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment; may be required to lift boxes, load and unload trucks, package materials and make supply deliveries; may operate motor-driven and various material handling and lifting equipment, including forklifts, jacks, and hoists. May perform minor repair, maintenance, and assembly on tools, equipment and materials; and does related work.

Class Characteristics: The work of a Warehouse and Toolroom Worker includes the processing of documents used in ordering, receiving, storing, issuing, and inventory of materials, supplies, tools, and equipment as well as making minor repairs on tools or equipment and performing manual tasks such as moving and lifting heavy, bulky objects. A Warehouse and Toolroom Worker generally works under direct supervision in a store or warehouse-like environment or may work alone in a small toolroom and may occasionally exercise supervision over others. Advice and instruction are usually available to employees assigned to major warehousing operations.

The work of employees of this class is distinguished from that of employees in the laboring and clerical fields in that it involves the application of specialized procedures and methods relating to ordering, receiving, storing, issuing, and accounting for materials, supplies, tools, and equipment.

Example of Duties:

- Unloads and unpacks incoming materials, supplies, tools, and equipment;
- Inspects for damage and conformance to purchase orders, requisitions, bills of lading, shipping tickets, and other delivery receipts;
- Places material and equipment in proper storage location;
- Assembles items requisitioned by other stores or operating personnel, occasionally constructing simple unit assemblies according to standard descriptions and drawings;
- Verifies descriptions and issues materials, supplies, and equipment on properly authorized requisitions;
- Packages and addresses materials for shipment to outlying locations and loads them on trucks;
- Cleans and reconditions used materials and tools for return to stock;
- Prepares lists of materials, supplies, tools, and equipment needed to replenish stocks;

- Makes in-house deliveries;
- Prepares requisitions, credit slips, log books, bills of lading, and other stores documents;
- Enters material and account code numbers, prices, and price extensions on stores documents;
- Periodically conducts inventories of stock and maintains inventory records;
- Accesses storekeeping computer database for material purchase and order tracking;
- Organizes, files and maintains documents related to above and other departmental operations;
- Drives a car, pick-up truck or van in making deliveries, pickups, and emergency purchases of materials, supplies, tools, and equipment on the basis of clearly designated orders;
- Operates power-driven warehouse equipment such as forklifts, hoists, and hand trucks;
- May operate cutting devices or use common hand tools to obtain specified quantities to be issued;
- May be in charge of a small stock room or toolroom and may operate a tool check system for lending of hand and power tools and protective clothing and gear;
- May make minor repairs and adjustments to a stock of tools and equipment, including lubricating parts, sharpening drills, and replacing blades;
- May repair fire extinguishers;
- May order replacements for broken tools and worn out equipment;
- May interact with outside vendors when receiving deliveries;
- May communicate with accounts payable, invoice certification and procurement units for correcting, tracking or reconciling receiving and shipping documents;
- Keeps the store and premises clean and orderly;
- Occasionally acts as a security guard at a store;
- May provide direction to a small group of warehouse workers, laborers, or clerical assistants;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. One year of full-time paid experience or 2,080 cumulative work hours in a warehouse or stockroom receiving, storing, and accounting for materials or supplies; or
2. Six months of full-time paid experience as a Utility Pre-Craft Trainee with the Department of Water and Power assisting with receiving, storing, and accounting for materials or supplies in a warehouse or stockroom.

License: Some positions may require a valid California driver's license or a California Class A or B driver's license. Forklift certification is required for most positions.

Physical Requirements: Strength to perform average lifting up to 70 pounds; good hearing ability; good eyesight; and good balance and equilibrium.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be