

Hanford Elementary School District
Job Description

WAREHOUSE/REPROGRAPHIC/MAIL SERVICES (WaRM) TECHNICIAN

DEFINITION

Performs a wide variety of shipping, receiving and inventory related work, including receiving, checking, cataloging, storing, preparing supplies, print and non-print materials, textbooks, equipment, consumable supplies, and mail for delivery; technical record-keeping work involving the processing, maintenance and control of District Fixed Asset Inventory Records; and other related work as needed. Operates duplicators, copiers and auxiliary duplicating and finishing equipment as needed.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direct supervision from the Coordinator of Warehouse Reprographic and Mail Services (WaRM), and general supervision from the Administrative Director of Facilities, or other management designee. Incumbents do not supervise other employees.

ESSENTIAL FUNCTIONS

Receives and handles materials, supplies, equipment, print and non-print materials, textbooks, library materials, consumable supplies, paper-stock, and furniture for the District delivered to DSF Warehouse. Inspects delivered items for damage, correct type and accurate quantity to ensure compliance with purchase order specifications; stores, or prepares for delivery to appropriate location. Moves stock to proper location in warehouse as required.

Prepares delivery tags, assigns appropriate budget codes to receipts, and forwards documents for payment.

Contacts vendors and/or freight carriers regarding incomplete, damaged or inaccurate shipments; resolves discrepancies and prepares appropriate documentation.

Using the County data system, District's data bases, and other District records and programs, compiles, verifies, and maintains district fixed asset inventory. Catalogs and processes instructional, print and non-print materials for District library and textbook inventory system.

Fills requests for printed curriculum and materials as requested. Fills emergency printing requisitions when presented.

During scheduled periods, performs a detailed inventory of all supplies, textbooks, equipment and furniture on hand; verifies count to computer listings;

Cleans warehouse by sweeping, dusting and repacking of stock to meet required safety regulations; rotates and inspects stock to insure quality and freshness of supplies.

Tags, identifies, and reconciles receipts with purchase orders and inputs inventory into County Data System or District data base systems.

Monitors and tracks the change of location of HESD-Net fixed inventory.

Assists schools and departments with the process of inventory control and resolves problems and discrepancies. Researches purchase order questions for schools, departments regarding delivery of an item.

Performs physical inventory tasks for fixed assets.

Sets up and operates duplicating equipment as needed. Produces image quality documents using high speed digital copiers, sent via district network, web sites, customer disk or hard copy.

Packages and prepares completed printed materials for shipping as per instructions. Logs items shipped and assists in maintaining reprographic services shipping logs.

Utilizing computerized data base, maintains vendor information listings, accurate warehouse records and preparation of periodic reports as assigned.

Communicates with schools, departments, and vendors as needed or directed.

OTHER FUNCTIONS

Performs Delivery Worker duties as needed, including but not limited to: Sorting, distributing, delivering and picking-up of data processing materials, supplies, equipment, mail, and textbooks and packages as needed. Receives, sorts, distributes, and picks-up district and U.S. Mail, express mail parcels and small packages to and from individuals and district departments. Delivers same to school sites, departments and individuals as needed.

Performs routine vehicle and equipment maintenance.

Maintains and updates shipping, receiving and inventory records and other documents as needed.

Tracks and maintains computerized site maps for all school sites, facilities for location of emergency shut-offs etc.

Conducts periodic inventories of warehouse stores.

OTHER FUNCTIONS (CONT.)

Stores excess furniture items as directed

Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

General methods and practices of common inventory record-keeping and warehousing procedures associated with receiving, storing, control, and delivery of materials and equipment.

Office methods, practice and procedures including filing systems, routine business correspondence.

Procedures and regulations for freight and parcel shipments; postal requirements and basic shipping procedures.

Standard office equipment, including personal computers.

Basic methods, processes, operation, maintenance and materials and equipment used in duplicating process.

Routine maintenance of warehouse equipment and vehicles.

Safe driving practices and traffic laws and regulations. Local street names and geography.

Ability to:

Understand and carry out oral and written instructions.

Understand and follow basic record-keeping, and inventory control procedures.

Verify and prepare complete and accurate data for data entry and reports.

Operate office equipment, including computer terminal.

Set-up and operate duplicating equipment.

Operate a delivery truck, forklift, and other warehouse equipment.

Establish and maintain cooperative working relationships with employees and the public.

EDUCATION AND EXPERIENCE: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:	Equivalent to the completion of twelfth grade.
Experience:	Two years of experience in record-keeping. One year of warehousing experience.
Licenses:	Valid California Class C Driver's License. Forklift Operator Certificate.

DESIRABLE EMPLOYMENT STANDARDS

Previous experience, and inventory work in a public school district.

Completion of supplemental courses in either general office procedures or office computer programs.

WORKING CONDITIONS

Environment:	Office, warehouse and outdoor environments. Subject to loud equipment noise, fumes, hot and cold temperatures.
Physical Abilities:	Hearing and speaking to exchange information in person, on the telephone, or on two-way radio; seeing to read letters, written materials, and computer screen; dexterity of hands and fingers to operate key-board and other office machines; sitting for extended periods of time; climbing ladders; reaching overhead, above the shoulder and horizontally; bending at the waist to shelve and retrieve district inventory; pushing or pulling items weighing up to 150 pounds; loading, unloading, lifting, and carrying objects weighing up to 75 pounds; operating warehouse equipment to transport heavy items; driving a delivery vehicle.

Approved: 7/26/2000
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