

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LEAD WAREHOUSE/DELIVERY WORKER**

**FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of duties in the receipt, distribution, delivery, storage and inventory of District supplies, mail, materials, equipment and miscellaneous items; perform computerized input of data for District inventory and other related systems; provide work direction for assigned staff.

### **REPRESENTATIVE DUTIES:**

Receive, inspect, record and store District supplies and equipment; prepare and maintain storage areas in a clean and orderly fashion, and store materials received. *E*

Perform computerized input of all receiving data into appropriate District system; input data and maintain computerized inventory system; send appropriate paperwork to designated District offices for inventory control and to expedite payment. *E*

Schedule, package, load, unload and deliver items to appropriate District sites and other locations. *E*

Package and ship various items as necessary; may process, ship and receive various orders from District webpage. *E*

Trace recipient of unknown deliveries; troubleshoot to resolve various delivery problems; notify campus personnel upon receipt of Federal Express, UPS, or overnight packages. *E*

Verify contents of packages against packing lists and purchase orders; inspect, note and report shipments for shortages, damage and other discrepancies; prepare unwanted or defective goods to be returned to vendors or other original source of supply. *E*

Pick up, store and track campus surplus equipment; provide support for campus move/relocation activities; provide for storage/tracking of equipment during this process. *E*

Operate a computer, forklift, pallet jack, hand truck and District vehicle to perform work. *E*

Originate and maintain various files and records pertaining to campus receiving functions. *E*

Communicate with District personnel to provide information of equipment and systems received. *E*

Train and provide work direction to assigned staff. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and practices of general warehouse work including the receipt, storage distribution, delivery, and inventory of District supplies, materials and other items.

Operation of a delivery truck and other equipment related to warehouse work.

Operation of a computer to enter data into computerized systems.

Appropriate safety precautions and procedures.

**ABILITY TO:**

Perform a variety of duties in the receipt, distribution, delivery, storage, inventory and issuance of District supplies, mail, materials, equipment and other items.

Originate and maintain accurate records, logs and files.

Operate a computer to enter data.

Prepare and maintain storage areas in a clean and orderly fashion.

Operate a forklift, pallet jack, hand truck, and District vehicle to perform work.

Establish and maintain effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Learn to handle and store hazardous materials.

Understand and follow oral and written instructions.

Organize time and work space effectively.

Train and provide work direction to assigned staff.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of responsible warehouse and delivery experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Warehouse and Outdoor Environment:***

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, airborne particles and adverse weather conditions. Incumbent is required to climb into vehicles, climb and work on ladders, stand, walk, squat, stretch, bend. The employee is regularly required to lift, carry, push or pull up to 100 pounds on a recurring basis. Position requires dexterity of hands and fingers to operate warehouse equipment and vehicles, and seeing to operate a motor vehicle.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.