

## **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

### **WAREHOUSE LEADPERSON**

#### **JOB DESCRIPTION**

Under general supervision, to plan, organize and supervise the operation of a central warehouse to direct the work of personnel engaged in the receipt, unloading, unpacking, storing, issuing, packing, loading and delivery of tools, supplies, equipment and materials; to perform accurate record keeping of stored inventory; and to perform related work as required.

#### **REPRESENTATIVE DUTIES**

Provides courteous and expeditious customer service to the general public and City Department staffs: supervises the operation of a warehouse and yards storage facility; schedules, trains and directs the work of the staff assigned to the warehouse; establishes storekeeping methods, arrangement of warehouse and record keeping methods; receives, unloads, unpacks, stores and maintains a variety of tools, supplies, equipment and materials in proper storage areas; packs, loads, ships and delivers tools, supplies, equipment and materials; inspects incoming shipments to ensure that correct quantity and quality of goods received conform to requisition specifications, invoices, purchase orders, shipping documents or packing slips; notifies buyer when stocks reach a minimum level; coordinates with vendors delivery dates and correction of errors; conducts periodic inventories of warehouse stock; issues tools, supplies and equipment; operates a forklift, pallet jack, hand truck and light truck in placing or moving stock; writes receiving reports and ensures that material is picked up for delivery when requested; disposes of surplus and obsolete materials; prepares requisitions for replacement of tools, supplies, equipment and materials; interprets purchase orders for compliance with purchase order terms; maintains records of supplies, equipment and materials received, stored and issued, including unit cost and total value; maintains files of stock descriptions, purchase orders; ensures safety practices are followed by all assigned staff; works with Department's inventory software for material/supply receipts and issuing of materials; and performs related work as required.

#### **MINIMUM QUALIFICATIONS**

Any combination of training and education equivalent to graduation from high school or G.E.D.; and 3 years of recent intermediate level experience in the receipt, storage, inventory and issuance of tools, supplies, equipment and materials in a warehouse or stockroom operation, to include supervision, or 2 years as a Storekeeper I or Storekeeper II with the City of San Bernardino Municipal Water Department; must possess a valid

California Class "C" Driver's License; NOTE: For out-of-state applicants, a valid driver's license is required and a valid Class "C" California Driver's License is required within ten (10) days after appointment (Vehicle Code 12505<sup>©</sup>).

### **GENERAL QUALIFICATIONS**

#### **Knowledge of:**

Storeroom procedures to include receiving, inspecting, storing, issuing, packing and shipping of supplies, equipment, materials and property;  
Stock record and control methods and procedures;  
Inventory methods;  
Proper warehouse safety procedures;  
Basic leadership techniques;  
Basis arithmetic;  
Computer experience with knowledge of Microsoft Office products; and  
English usage.

#### **Ability to:**

Maintain accurate records of materials, supplies and equipment received, stored and issued;  
Plan arrangement of store and warehouse to physically handle a variety of materials, supplies and equipment;  
Estimate future supply needs and develop procedures to ensure that adequate stock levels are maintained;  
Make arithmetic calculations with accuracy;  
Prepare routine reports;  
Perform heavy manual labor;  
Make work assignments, set priorities for, and train assigned warehouse personnel.  
Operate a vehicle observing legal and defensive driving practices;  
Operate a forklift;  
See in the normal vision range with or without correction;  
Hear in the normal audio range with or without correction;  
Lift 10-50 pounds in normal duties;  
Work under moderate stress conditions;  
Must maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier;  
Understand and carry out oral and written instructions;  
Establish and maintain effective relationships with those contacted in the course of work.

**ORGANIZATIONAL RELATIONSHIPS**

The class of Warehouse Leadperson is the working supervisory level in the warehouse stores series. Supervision is received from the Purchasing Agent or Assistant Purchasing Agent. Lead supervision is exercised over assigned warehouse personnel.

**Job Description:**

CSB Approved: 6/22/2004

**Testing Standards:**

Open/Dept Promo/CS Oral: 7/27/2004