



JOB DESCRIPTION

TITLE:	Warehouseman 1, 2, 3	DATE:	4/2006
REPORTS TO:	Dealer Service Manager	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Service Operations	MGT/SPVR:	No

SUMMARY

Receives, stores, and distributes material, tools, equipment, and products within establishments by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Conveys materials and items from receiving or production areas to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Sorts and stores perishable goods in refrigerated rooms.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line.
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department.
- Marks materials with identifying information.
- Opens bales, crates, and other containers.
- Records amounts of materials or items received or distributed.
- Weighs or counts items for distribution within plant to ensure conformance to company standards.
- Arranges stock parts in specified sequence for assembly by other workers.
- Uses computer to enter records.
- Compiles worksheets or tickets from customer specifications.
- Drives vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment.
- Completes requisition forms to order supplies from other plant departments.
- Prepares parcels for mailing. Maintains inventory records.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

Warehouseman 1 - Requires a high school diploma or GED and up to 2 years of related experience; or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Warehouseman 2 - Requires a high school diploma or GED and up 2-5 years of related experience; or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals.

Warehouseman 3 - Requires a high school diploma or GED and at least 5 years of related experience; or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected.

LANGUAGE SKILLS

Ability to fluently speak and understand English. Ability to comprehend and follow verbal instructions given in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively, in English, before groups of customers or employees of organization. Must communicate in English via telephone to management, customers, vendors, and/or other employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, proportions, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a current valid California driver's license, current proof of insurance of a registered operable vehicle as required by law, and/or be insurable by the Company's vehicle insurance carrier in order to operate company vehicles. Fork lift operation certification is also required. (Training and certification will be provided if required in order to meet this requirement.)

PHYSICAL DEMANDS *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and frequently to operate a computer keyboard, mouse, and telephone keypad. The employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds with assistance or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *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.*

While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate, but can be loud if working at a customer or vendor construction site.

Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.