

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

LEAD WAREHOUSE CLERK

DEFINITION

Under general supervision, maintain and operate a utility warehouse facility, and keep accurate inventories of needed parts, equipment, and supplies according to established stocking and ordering criteria; issue traveling water meters to contractors; fill work orders; supervise as directed; and perform other duties as assigned.

EXAMPLES OF DUTIES

Maintain centralized computer inventory of water and wastewater utility parts, equipment, and supplies; receive and store stock; distribute materials to crews and plant maintenance personnel; secure purchase quotes and reorder parts, equipment and supplies as needed. Maintain traveling water meter inventory and service records. Train and direct semi-skilled personnel who perform these functions. May assist water distribution maintenance, collection system maintenance, and plant and equipment crews in construction and maintenance operations. May operate power equipment, trucks, small hydraulic cranes, and sandblaster.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of warehousing inventory control, storage, distribution, and computerized record keeping; traveling water meter operation and record keeping practices; the use, purpose, and maintenance of power and hand tools; proper use of a forklift truck; water system construction and maintenance practices; and principles of safety and accident prevention.

Ability to: Keep accurate inventories of parts, equipment, and supplies received, stored and distributed; maintain adequate stock, storing it safely and securely, and perform annual physical inventory counts. Keep accurate records of traveling water meter locations and completed meter work orders. Use CRT's and/or personal computers. Understand and carry out oral and written directions; work effectively without close supervision and direct the work of others. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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Education: Graduation from high school or equivalent.

Experience: Four (4) years of full-time work experience in warehousing and inventory control of goods and materials. Water or wastewater utility systems experience is desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required including crawling, stair climbing, lifting, carrying and/or handling up to fifty (50) pounds for up to thirty (30) minutes. Work in confined area and wear protective garments. May work in conditions that require exposure to noise, chemical odors, biological agents, gases, and contact with wastewater.

License: Possession of a valid Class C California Driver's License.

R: 02/07