

CITY OF DALY CITY
JOB SPECIFICATION

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

WAREHOUSE CLERK

DEFINITION

Under general supervision, assist in the operation of a utility warehouse facility, 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; 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; reorder parts, equipment and supplies as needed. Assist in the performance of annual physical inventory counts. Maintain traveling water meter inventory and service records. May assist water distribution maintenance, collection system maintenance, and plant and equipment crews in construction and maintenance operations. May operate power equipment, trucks, forklift truck, 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; 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 assist in 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. 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.

Education: Graduation from high school or equivalent.

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Experience: Two (2) years of full-time work experience in warehousing and inventory control of goods and materials.

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