

## **Warehouse Person/Maintenance Mechanic I**

### **Definition:**

Under general supervision and direction of the Chief Operations Officer or designee, plans, organizes and participates in warehouse and delivery operations of district; prepares textbooks and instructional materials, supplies, equipment, furniture and other related items for delivery to and from schools and other sites; operates various warehouse and delivery equipment to load and unload materials; performs related maintenance and repair work as assigned; perform skilled and semi-skilled work in several trades in maintenance and repair of buildings, building systems, building fixtures, and equipment; and perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Methods and practices of receiving, storing, handling, wrapping, and issuing of supplies and materials
- General knowledge of maintenance and repair, standard practices, codes, tools, material, and processes of the major building trades; including plumbing, fixture sensors, lighting replacements and cubicle assembly and furniture, file cabinets/bookcase moves and installation, keyboard tray removal, monitor installation, and stand up desk installation
- Warehouse operations, practices, standards, procedures, equipment, and terminology
- Occupational hazards and proper safety and proper driving practices
- Proper lifting techniques, loading and unloading trucks using appropriate equipment

#### **Ability to:**

- Lift and move heavy objects
- Safely operate a forklift, pallet jack, hand truck and other warehouse equipment
- Demonstrate general proficiency in building trades
- Operate power tools and equipment used in trades
- Establish and maintain cooperative relationships with district personnel and public
- Drive light and heavy-duty trucks and other district vehicles
- Demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation
- Follow verbal and written directions

#### **Experience and Education**

- Minimum of two years of experience performing general building maintenance work required
- Minimum of two years of experience as a warehouse worker preferred
- Equivalent to completion of the twelfth grade
- Possession of a valid California driver's license

### **DISTINGUISHING CHARACTERISTICS:**

This position classification has responsibility for the District warehouse operation and ESC building maintenance and repair and works with the Facilities and Planning Department to carry out the procedures required for receiving, storing, and distribution from a central storage area to the schools and departments sites. This position is also assigned a variety of tasks in the building trades. Work requires the use of tools and the ability to perform operations in the areas of plumbing, electrical, cubicle assembly, fixture sensors, replacement of doors, handles, and hinges. May work with Facilities Project Managers or work independently on projects assigned. The ability to work independently at semi-skilled maintenance repairs is essential.

**ESSENTIAL FUNCTIONS:**

- Receives shipments of instructional materials, textbooks, furniture, equipment, and supplies
- Uses tools and equipment necessary to perform general maintenance work on Education Services Center
- Repairs and performs maintenance on lighting systems, performs basic electrical repairs
- Performs plumbing maintenance work uses equipment and tool necessary to repair minor issues
- Repairs and performs maintenance on building fixtures, cubicles, furniture, wall systems, doors, and hardware
- Unloads supplies, materials, and equipment to dock from delivery trucks
- Packs, loads, and prepares order of supplies, instructional materials and/or equipment for deliveries
- Maintains inventory of surplus furniture and equipment and works with buyers on sale coordination of surplus inventory
- Maintains flow of district materials and goods through the warehouse for district distribution
- Assists with organizing and creating storage areas for district office operations
- Assists with deliveries as needed

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meeting of various configurations for extended periods of time; see and read, without or without visual aids, laws and codes, rules, policies, and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions, sometimes in confined spaces with exposure to dust, wind, heat, cold, rain and may be required to stand the majority of the time.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.