

Warehouse Technician I

DEFINITION

Generally duties are performed under the supervision of a Warehouse Administrator or a Warehouse Technician II, however incumbents may be required to exercise limited independent judgment and personal initiative. General instructions, objectives and established procedures govern most aspects of the work, however, employees are responsible, in collaboration with their customers, for assigning priorities and applying proper warehousing methods in their area.

Within administrative guidelines (as amended from time to time) the work may involve, ordering, receiving, unpacking and inspecting deliveries of materials, this may include reconciliation for price, quantity, quality and damage. Initiative and independence is exercised in contacting vendors, and in the application of proper stock keeping methods.

Employees are required to maintain simple warehousing records of materials and to do strenuous manual work. Drives a light truck to pick up and delivery materials when required.

Participates with project activities.

TYPICAL DUTIES*

Receives, unloads and records parts, equipment, tools and other supplies.

Meets with customer department personnel to determine priorities and requirements.

Indicates part numbers, description, quantity and codes on stock issue and repair order sheets.

Unloads, unpacks, inspects, loads, moves, stores and records the movements and storage locations of materials within the warehouse and as necessary inputs information on various data bases. Loads and unloads materials by hand or by the use of mechanical lifting equipment.

As required, expedites the delivery of materials and on occasion orders standard items regularly carried in inventory.

Issues or transfers materials to customer department personnel or other warehouse locations and maintains appropriate records and inputs information on data base. Prepares bills of lading, ensures proper packaging of goods.

Recommends inventory levels be changed, substitutions be made or new items be stocked.

Aids with the reconciliation of discrepancies and damage with vendors, trucking and courier companies, accounts payable and procurement staffs, as required.

Under direction, determines appropriate transportation methods and coordinates pickup and delivery of materials with trucking, courier companies, and vendors. Insures proper packaging of goods prepares bills of lading.

Returns incorrect stock and obsolete parts to appropriate vendors.

Receives, categorizes and stores reusable stock and salvage.

Aids in stocktaking and cycle counts functions and the investigation and reconciliation of discrepancies.

Report safety issues to the Warehouse Administrator or Warehouse Technician II.

Ensure the security of the warehouse.

Complete house keeping duties to maintain the warehouse in a clean, tidy and safe condition and reference materials current.

Warehouse Technician I

Drives a light truck to pick up and deliver materials when required.
Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to coordinate work assigned.
Knowledge of inventory control and warehousing practices.
Knowledge of City purchasing and requisitioning procedures.
Proficiency with required computer systems.
Ability to maintain simple records.
Ability to understand and execute oral and written-instructions.
Ability to establish and maintain effective working relationships.
Physical strength and agility sufficient to perform the work of this class.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade supplemented by two (2) years' experience in practical warehouse experience. Knowledge of WHMIS and MSDS.

Possession of a valid Alberta Class 5 Motor Vehicle Operator's Licence and must be eligible to hold a City Driving Permit.

Incumbents will be required to complete other training courses recognized by the City of Edmonton.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1355		1356	
Last Updated:	1998-12			
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Originated:				