
Warehouse Technician II

DEFINITION

This position works independently or involves the lead-hand supervision of employees engaged in the ordering, receiving, distribution and inventory control of parts, equipment, tools and other supplies.

Duties are performed with a high degree of independence 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 involves determining priorities and sources of supply for materials, requisitioning, ordering, receiving, unpacking and inspecting deliveries of materials, this may include reconciliation for price, quantity, quality and damage. Considerable initiative and independence is exercised in contacting vendors, and supervision in the application of proper stock keeping methods.

Deciding to expedite deliveries to meet customer department requirements and coordinating the activities of vendors, courier and delivery companies to meet critical time lines and on occasion orders standard items regularly carried in inventory.

Employees are required to maintain suitable warehousing records of materials and to do strenuous manual work over brief periods.

Provides guidance and development to junior staff.

Leads or participates with project activities.

Work is differentiated from that of a Warehouse Technician I in that incumbents provide lead-hand supervision to a small number of subordinates, or has a greater requirement for independent decision making when working alone in satellite warehouses where the incumbent is responsible for a greater diversity of functions.

TYPICAL DUTIES*

Supervises and participates in receiving, unloading and recording of 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.

Within administrative guidelines, determines source of supply, maintains records of requisitions, initiates purchase orders, receives and issues materials.

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 maintains appropriate records and inputs information on data base. Determines appropriate transportation for shipping of goods; prepares bills of lading; ensures proper packaging of goods.

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

Reconcile discrepancies and damage with vendors, trucking and courier companies, accounts payable and procurement staffs, as required.

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.

Performs stocktaking and cycle counts functions, investigates and reconciles discrepancies.

Takes action to resolve safety issues.

Insure the security of the warehouse

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

Drives a light truck to pick up and deliver materials when required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to plan, prioritize, coordinate work and/or to assign and supervise the work of subordinates.

Considerable knowledge of inventory control and warehousing practices.

Knowledge of City purchasing and requisitioning procedures.

Proficiency with required computer systems.

Ability to maintain 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 five (5) years' experience in practical warehouse experience including three (3) years' supervisory 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	1347		1348	
Last Updated:	1998-12			
Previous Updates:				
Originated:				