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Specifications for the Class:

WAREHOUSE WORKER

**Distinguishing Characteristics**

This class is distinguished by the performance of manual and motorized equipment operation tasks to load/unload and move bulk supplies and materials in warehouse operations, including the operation of four-wheel forklift equipment of no more than 2 tons as a primary work assignment. Positions also check goods received and issued against invoices and requisitions, and prepare materials for shipment; clean and sweep warehouse, and perform other related laboring tasks; and may operate a light truck or van, and pick up and deliver supplies and materials.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Operates a forklift and stacks or otherwise stores merchandise and materials in proper place; hand-trucks, carries, pushes, or rolls merchandise and materials about a warehouse; packs/unpacks and crates/uncrates materials in a warehouse; operates a light truck or van to pick up and deliver materials for a warehouse or storeroom; checks items received or delivered against invoice; assembles materials as authorized by a requisition; issues materials to authorized persons; makes proper notation of delivery on records; loads and unloads merchandise to and from warehouse; takes proper steps to assure that items placed on truck are safe for trip; performs operational checks on equipment, and reports servicing needs; cleans and sweeps warehouse and adjacent areas, and performs other related laboring tasks.

**Minimum Qualification Requirements**

**Experience and Training:** One (1) year of work experience dealing with the handling of freight or bulk supplies/materials, including the operation of 3000-4000 pounds four-wheel forklift equipment; or any equivalent combination of training and experience.

**Certification Required:** The applicant selected must, within six (6) months from the date of hire, attend a formal training session and be evaluated and certified as a competent forklift operator.

Knowledge of: Warehouse operations in the receipt and issue of supplies and materials, including simple recordkeeping and safe operating practices; operation and operational maintenance of forklift equipment; arithmetic.

Ability to: Operate a forklift and other light motorized vehicles; make simple arithmetical computations; take physical inventories; post to simple records; compare goods received and delivered against invoices; understand, carry out oral and written instructions; foresee occupational hazards and take effective measures to eliminate them; deal courteously and effectively with others; lift and carry heavy supplies and equipment.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class WAREHOUSE WORKER which were approved on December 6, 1984.

Date Approved: 7/8/14

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development