

WAREHOUSE SPECIALIST

DEFINITION

Under direct supervision, purchases, receives materials and verifies shipments against bills of lading or other records; inspects for shortages, rejects damaged goods, and routes merchandise to proper departments; assures timely distribution of equipment and materials; assists in the facilitation of the warehouse asset management program; including the disposal of surplus and salvage equipment and/or materials; receives and transports hazardous materials and informs Risk Management for proper disposal.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Receives direct technical and functional supervision from the Coordinator, Warehouse. May provide technical and functional direction to temporary staff.

CLASS CHARACTERISTICS

The Warehouse Specialist is responsible for ordering, maintaining, and distributing materials, parts, supplies, tools, and equipment required for the College's functions, as well as filling central supply requests. As experience is gained, assignments become more varied and are performed with greater independence, with the expectation that the incumbent will show reasonable growth toward the goal of performing the full range of warehouse duties, including demonstrating the ability to work independently and exercising initiative and judgment. The Warehouse Specialist is distinguished from the Coordinator, Warehouse in that the latter is responsible for coordinating the work of all assigned staff involved in warehouse operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Loads and unloads delivery trucks; receives, records, inspects, and processes materials, supplies, and equipment; tags equipment inputs fixed assets data in fixed assets management systems for inventory purposes; travels to various College locations to record assets in inventory tracking system, and locates lost items when possible.
2. Creates and completes work orders as assigned through work order management system, including picking up salvage, furniture, and e-waste.
3. Facilitates the disposal of surplus and salvage equipment and/or materials in accordance with College disposal policy, and ensures all Fixed Asset Tags are removed, and items are logged in for inventory purposes; categorizes all e-waste and palletizes for salvage pickup.
4. Inspects materials, supplies, parts, tools, and equipment received for quality and quantity; tracks purchase orders and, under general direction, stores materials received according to proper storage policies and procedures or delivers materials; communicates with College personnel regarding the pickup and delivery of orders.

5. Orders, receives, and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders; verifies for payment.
6. Operates a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks/dollies, and related equipment; drives light delivery trucks; checks, fuels, and performs minor maintenance service on trucks and warehouse equipment.
7. Maintains accurate records, files, and perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold using a scanner and barcode system; maintains a clean and unobstructed work area to provide a safe and efficient workflow.
8. Prepares various reports to assist in monitoring and evaluating warehouse operations.
9. Collaborates to resolve various issues and problems, such as stocking new items, damaged products, and handling returns.
10. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
11. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Packages and creates labels to assist faculty and staff in shipping products/materials using the warehouse shipping account.
13. Assists with inventory, placement, and retrieval of department-specific furniture.
14. Assists in moving and arranging furniture and equipment.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
16. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
17. Maintains regular attendance.
18. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principals, practices, and methods utilized in Fixed Assets Management.
2. Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used at the College.
3. College purchasing, supply ordering, and asset disposal policies and procedures.
4. Basic mathematical principles.
5. Local and regional suppliers and sources for chemicals, fertilizer, parts, tools, and supplies.
6. Occupational hazards and safety equipment and practices related to the work.
7. Safe work practices, including safe driving rules and practices.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
2. Evaluate needs for parts and other inventory items.
3. Apply storekeeping principles and perform related clerical tasks.
4. Maintain accurate logs, records, and basic written reports of work performed.
5. Follow department policies and procedures related to assigned duties.
6. Understand and follow instructions.
7. Operate modern office equipment, including computer equipment and software.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Communicate effectively through various methods.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) full-time equivalent years of experience in warehousing using automated inventory procedures.

Licenses and Certifications:

1. The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.
2. Possession of or ability to obtain and maintain a Forklift Operator's Certificate by the end of probationary period.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory, to operate a motor vehicle, light and heavy flatbed trucks with lift gate, and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification

bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. May be exposed to cold and hot temperatures, inclement weather conditions, chemicals, mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended 2/2026