

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Warehouse Worker

Department: Facilities, Warehouse

Time (FTE): 100 Term (months/year): 12

Work Schedule (Days, Hours): 7:00 am - 4:30 pm

Salary Schedule (Range): B-54

Background and Rationale (use back of form if additional space is needed): This position is to fill behind the vacancy created by the retirement of

Warehouse Worker, Susan Gutierrez

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-624000-212000-677000-2100 100 % Amount \$ 105,207
Account Number(s): _____ % Amount \$ 103,936

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

William Asher (Oct 9, 2023 09:47 PDT)

1. Requesting Manager Signature

Oct 9, 2023

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Oct 11, 2023

Date

5. Vice President, Human Resources

11/03/23

Date

3. Chief Compliance/Budget Officer Signature

10/30/23

Date

☒ Funding available ☐ Funding not available Position Number: CB9935 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

November 7, 2023
Date

EZ Salary Projection FY 2023-24 (50% or more FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	54
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$105,207

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 9.28.23 (included 4.11% CSEA 262)

WAREHOUSE WORKER

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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. May provide technical and functional direction to students or hourly workers.

CLASS CHARACTERISTICS

The Warehouse Worker 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 Worker 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. Receives, records, inspects, and processes materials, supplies, and equipment; tags equipment/fixed assets for inventory purposes; travels to various College locations to record assets in inventory tracking system, and locates lost items when possible.
2. 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.
3. 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.
4. Orders, receives, and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders; verifies for payment.
5. 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.
6. Maintains accurate records, files, and perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold; maintains a clean, safe, and unobstructed work area.
7. Prepares various reports to assist in monitoring and evaluating warehouse operations.

8. Collaborates to resolve various issues and problems such as stocking new items, damaged products, and handling returns.
9. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings; prepares and delivers oral presentations related to assigned areas if needed.
10. Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.
11. Performs other related lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Principals, practices, and methods utilized in Fixed Assets Management.
3. Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used at the College.
4. College purchasing, supply ordering, and asset disposal policies and procedures.
5. Basic mathematical principles.
6. Local and regional suppliers and sources for chemicals, fertilizer, parts, tools, and supplies.
7. Occupational hazards and safety equipment and practices related to the work.
8. Safe work practices, including safe driving rules and practices.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic 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 store keeping 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.
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:

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

Licenses and Certifications:

1. Possession of and ability to maintain a valid California Driver's License.
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.