

PERSONNEL COMMITTEE

11-0048R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF WAREHOUSE SPECIALIST.

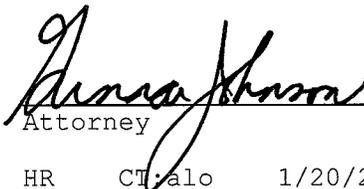
CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of warehouse specialist, which were approved by the civil service board on January 11, 2011, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 30.

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer/  
Department Director

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR CT:alo 1/20/2011

STATEMENT OF PURPOSE: This job description was revised to reflect the changed titles of the apprenticeship programs, to make the driver's license requirement effective upon application and remove the CDL requirement, and to rearrange the physical requirements in accordance with our current format. There is no change in the rate of pay, which is Range 30, \$3,718 to \$4,417 per month.

## WAREHOUSE SPECIALIST

**PURPOSE:** Provide services to operate a warehouse facility for the Department of Public Works and Utilities.

### FUNCTIONAL AREAS:

1. Perform duties related to the requisition, reception, storage, and disbursement of materials and supplies for Public Works and Utilities.
  - \* A. Maintain computer records of inventory by entering and retrieving information related to receipt, storage, and disbursement of materials.
  - \* B. Requisition parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs/forecasts, preventative maintenance activity, and general stock trends.
  - \* C. Organize storage facility and operate equipment to receive, store, and move stock.
  - \* D. Recommend layout of warehouse stock, considering turnover, size, weight, and related factors of the items stored.
  - \* E. Protect stock from destruction, abuse, fire and theft.
  - \* F. Inspect stock received or repaired to verify conformance to specifications prior to recommending authorization payment.
  - \* G. Prepare order for delivery, distribute stock, and maintain records of materials issued.
  - \* H. Authorize expenditures and purchase materials within established limits of authority.
  - \* I. Compile price comparisons, investigate and recommend new products.
  - \* J. Prepare shipments and send out freight and equipment for repairs, return, or auction sale.
  - \* K. Operate a forklift, boom truck, front-end loader, and other equipment to unload trucks, and move and store materials and supplies.
  - \* L. Assist crews, private contractors, and other City employees in finding necessary parts or fittings.
  - \* M. Coordinate the receipt, storage, issue, and return of supplies and materials.
  - \* N. Advise employees on the care and preservation of items received and stored, methods and use of equipment in handling, storing and maintaining stock, and related problems.
  - \* O. Perform work to salvage and reclaim spare parts and construction materials.
  - \* P. Maintain a computerized filing system of material requisitions, including bar coding system.
  - \* Q. Review and prioritize requisitions and proposed specifications.
  - \* R. Prepare bid requests and specifications.
  - \* S. Schedule, send, receive, and analyze vendor bids and make recommendations regarding the awarding of bids.
  - \* T. Provide necessary documentation to clerical staff, departments, divisions, City Officials, and vendors.
2. Perform miscellaneous tasks as required.
  - \* A. Provide information to contractors and City employees, such as plumbers and lead workers, regarding correct use of new products, tools, and equipment and installation of

- parts and materials, and handling and storage of hazardous materials.
  - \* B. Maintain Material Safety Data Sheet (MSDS) records for employee review.
  - \* C. Respond to general questions from the public, contractors, and other City employees.
  - \* D. Assist in the process to apply OSHA requirements in selecting material and equipment.
  - \* E. Evaluate new products that will improve departmental operations.
  - \* F. Maintain and operate computer inventory systems.
  - \* G. Train assigned apprentices and/or personnel in proper warehouse procedures.
  - \* H. Evaluate assigned personnel in the operation of a fork lift.
  - \* I. Recommend, develop and implement new or improved warehouse procedures and operations.
  - \* J. Assist supervisor in the preparation of the annual budget by providing estimates for materials based on history of warehouse operations.
  - \* K. Perform annual inventory of warehouse stock and participate in warehouse audit.
  - \* L. Perform related tasks as assigned.
  - \* M. Participate in planning and improving purchasing procedures.
  - \* O. Research and evaluate suppliers, goods, and services.
  - \* P. Serve as a liaison between the Public Works and Utilities Department and the Purchasing Division.
3. Coordinate the sale of excess or obsolete parts and materials
- \* A. Review and recommend for approval the price of material to be sold.
  - \* B. Ensure that the contractor or governmental agency is billed for the materials purchased.

## JOB REQUIREMENTS

### Education/Experience Requirements:

- ▼ A. Two (2) years of verifiable experience working in a warehouse facility or successful completion of Water and Gas Maintenance Journeyman Distribution Apprenticeship, Utility Serviceperson Apprenticeship, Utility Operations Operator Apprenticeship, or five (5) years experience as a Collection System Operator.

### License Requirements:

- ▼ A. Possession of a valid Minnesota driver's license or privilege by date of employment and thereafter.
- ~~B. Ability to obtain a Minnesota Class "B" commercial driver's license within six months of appointment.~~
- C. Ability to obtain a forklift certification within six (6) months of appointment and thereafter.
- D. Ability to be Operator Qualified for warehouse operations as required by the Office of Pipeline Safety.
- E. Ability to complete modules 1, 2, and 3 as provided by the Institute for Supply Management within two (2) years of appointment.

Knowledge Requirements:

- ▼ A. Knowledge of materials management and inventory control methods and procedures.
- ▼ B. Knowledge of procurement policies and shipping and receiving practices.
- ▼ C. Knowledge of methods, equipment, and materials used in water, gas, sewer, and storm water distribution plumbing and pipefitting.
- ▼ D. Knowledge of the operation of pumps, compressors, threading, and tapping machines, fittings, valves, and governors used in water, gas, sewer, and storm water distribution systems.
- ▼ E. Knowledge of applicable federal and state occupational safety and health standards Minnesota Office of Pipeline Safety regulations, and Minnesota Department of Transportation traffic control regulations.
- ▼ F. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
- ▼ G. Knowledge of computerized data base management.
- ▼ H. Basic knowledge of sales techniques in order to ensure purchase of necessary inventory, equipment and supplies.
- ▼ I. Knowledge and understanding of current purchasing statutes, regulations, policies, procedures and programs.

Skill Requirements:

- ▼ A. Skill in performing computer applications used for inventory management, including bar coding.
- ▼ B. Skill in operating forklifts, crane trucks, and front-end loaders.
- ▼ C. Skill in using hand tools and power tools including: pipe wrenches, abrasive saw, pipe cutters, power hack saw, travel cutter, and pallet lift.
- ▼ D. Skill in reading and understanding engineering blueprints and specifications for materials or equipment.
- ▼ E. Skill in effectively communicating for the purpose of obtaining and providing information.
- ▼ F. Skill in evaluating and comparing the product specifications, contract details and costs elements of a bid proposal.

Ability Requirements:

- ▼ A. Ability to perform mathematical calculations for the purpose of estimating costs, calculating budget projections and computing charges for materials being sold.
- ▼ B. Ability to establish and maintain effective working relationships with supervisors, coworkers, vendors, contractors, and the general public.
- ▼ C. Ability to train others in warehouse inventory and stocking procedures.
- ▼ D. Ability to read blueprints.
- ▼ EG. Ability to prioritize work.
- ▼ FH. Ability to explain the proper use of parts and train personnel in the operation of a fork lift.
- ▼ GI. Ability to monitor warehouse operations, maintain accurate records, analyze data and prepare required reports.
- ▼ HJ. Ability to participate in an annual audit of the warehouse.

- ▼ IL. Ability to use a computer to prepare and maintain work orders, spread sheets, invoices, inventory, etc.
- ▼ JM. Ability to occasionally work outside in all types of weather.
- ▼ KN. Ability to use good judgement and work independently under limited supervision.
- ▼ LQ. Ability to successfully complete a "Competent Person" training program.
- ▼ MP. Ability to attend work on a regular basis.
- ▼ NR. Ability to research and compare product quality, performance and options with requirements of the City of Duluth.
- ▼ OS. Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
- ▼ PT. Ability to prioritize, schedule and undertake concurrent work assignments.

Physical Requirements:

- ▼ AE. Ability to work in a noisy environment.
- ▼ BF. Ability to push, pull, stoop, reach, and climb a ladder when storing or retrieving supplies.
- ▼ CQ. Ability to frequently lift and carry materials and supplies weighing up to 50 pounds, and to regularly lift and carry objects such as jack hammers, bags of cement, and boxes of pipe fittings weighing up to 75 pounds; ability to lift and carry with others objects such as pumps and generators weighing up to 150 pounds.

\* Essential duties of the job

- ▼ Job requirements necessary on the first day of work

Revised from Warehouse Assistant 20060307

Anlst: CT	Class:4142	Union: Basic	Pay: 30	CSB:
CC:	Res:	EEOC:Service/Maintenance	EEOF:Utilities/Transportation	WC: 8227