

### WAREHOUSE/MAILROOM SPECIALIST

| **Reports to:** | Warehouse Supervisor | | |
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| **Dept:** | Purchasing and Material Management | **Range:** | 18 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, receive incoming and process outgoing shipments; inspect for proper quantity, product specifications and condition upon arrival; perform order expediting services; processing and delivering mail; responsible for day-to-day operation and maintenance of the district’s mail and records manage­ment systems; perform daily delivery and distribution services; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Receive incoming and process outgoing shipments; inspect for proper quantity, product specifications and condition upon arrival; perform order expediting services as directed; perform daily delivery and distribution services as directed, including incoming shipments and central stores items, such as paper stock and copy/printing jobs; enter receipts and returns into the PeopleSoft system in a timely and accurate manner; maintain timely and accurate filing systems.
2. Pick up, sort, process, and deliver external mail received and interoffice mail, including bulk mail; process and package items for mailing and merchandise returns for all campus locations.
3. Maintain the warehouse and surrounding perimeter to ensure a safe, clean, and organized work area; properly store and organize goods and equipment to maximize safe access and space efficiency; ensure proper handling and storage of hazardous materials and other shipments requiring special handling.
4. Ensure timely and accurate collection, listing, disposal and reporting of surplus goods and equipment; work with facilities staff and other district staff to identify, aggregate, list and prepare surplus goods for release of goods for sale, donation or other disposal as directed; prepare accurate and timely itemized surplus lists, including all relevant data and fixed-asset informa­tion, and submit to the Director of Purchasing and Material Management for approval; coor­dinate with surplus disposal contractor to pick up goods; ensure accurate and complete disposal records and corresponding receipts of auction proceeds.
5. Provide timely and accurate communications with vendors, shippers, Purchasing and Material Management staff and other district staff, especially regarding rush orders, late orders, backorders, damaged orders, and order/shipping discrepancies; return damaged and incorrect items as directed; advise the appropriate buyer on a timely basis regarding rush orders, late, damaged, or incorrect shipments and actions performed to resolve them.
6. Receive, record, and deliver overnight and priority courier items to appropriate destinations in a timely manner, package and record materials for shipment via independent carriers.
7. Manage and maintain the district’s records management system, including inventory, stor­age, retrieval and destruction activities, as well as preparation of annual records destruc­tion reports for board approval; ensure compliance with records security and confi­dentiality requirements.
8. Coordinate and plan with multiple vendors and district staff to execute capital FF&E project logistics. Ensure site and delivery coordination, including verification, accuracy and inspection of goods and services.
9. Pick up, deliver, and store archived materials.

### OTHER DUTIES:

1. Receive, inspect, store, and distribute warehouse stores items in a timely and organized fashion.
2. Support special project assignments as directed, including building construction and depart­mental relocations.
3. Assist and support other departmental functions as directed, including Purchasing, copy center and disaster preparedness.
4. Deliver Board meeting agendas and other confidential district documents as directed.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District organization, functions, rules, policies, and procedures applicable to assigned areas of responsibility.
2. Principles and practices of shipping/receiving, warehouse and central stores operations.
3. Computer equipment and software applications related to assignment.
4. Safety policies and safe work practices applicable to the work; methods of safe handling and storage of hazardous materials and equipment; applicable OSHA, FEMA and other regula­tions.
5. Postal regulations and policies and postal metering requirements.
6. Invoices and purchase orders processing and inventory control and maintenance systems.
7. Modern office practices, procedures, and equipment.
8. Basic recordkeeping and database management techniques.
9. Oral and written communications skills.
10. Basic math.
11. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
12. Interpersonal skills using tact, patience, and courtesy.

### ABILITY TO:

1. Learn, interpret, apply, and explain applicable rules, regulations, policies, and procedures.
2. Learn and apply applicable sections of the state education code and other applicable laws.
3. Order, receive, deliver, and inventory a broad variety of goods, including equipment, supplies, printed goods, records, and mail.
4. Operate and maintain district mail processing equipment and accessories in accordance with the U.S. Postal Service and district policies and procedures.
5. Operate and maintain a variety of district vehicles, carts, and heavy equipment, including fork­lifts, pallet movers, cargo trucks, passenger vehicles and electric carts.
6. Maintain a computer database and perform complex reporting as required.
7. Prioritize, plan, and organize work.
8. Maintain a wide variety of records and prepare related reports as required.
9. Conduct arithmetic calculations.
10. Lift objects weighing up to 100 pounds.
11. Climb ladders to access storage above floor level.
12. Meet schedules, timelines, including timely delivery of received goods.
13. Work confidentially with discretion.
14. Work independently with little direction.
15. Communicate effectively, both orally and in writing.
16. Understand and follow written and oral instructions.
17. Operate a computer and standard business software.
18. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
19. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and at least two years of progressively responsible shipping/receiving/warehousing experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors, and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending, stooping, and climbing ladders; occasional heavy lifting and carrying of objects weighing up to 100 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily warehouse environment; moderate to heavy physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 100 pounds; frequent to constant standing, walking, bending, kneeling and stooping while performing a variety of activities including moving furniture or equipment, etc.; operate electric cart to travel and/or to pick-up/deliver supplies to a variety of locations on campus; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evenings, weekend and/or holiday hours are required on an as-needed basis; occasional local travel may be requested.