



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
WAREHOUSE ASSISTANT**

Classification Specification
(Classified)

DEFINITION

Under general direction from the Finance Director or designee, receives, checks, stores, issues, and maintains inventories of certain equipment and materials.

SUPERVISION RECEIVED AND EXERCISED

The position performs under the general guidance and direction from the Director of Finance or designee. This position is distinguished from the Buyer position in that it performs in an administrative capacity.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following examples are intended to describe the general nature and level of work performed by individual(s) appointed to this classification.

- Receive requests for warehouse supplies.
- Fill requisitions for materials and supplies and provide delivery to department.
- Take periodic inventory and as required.
- Monitor and purchase supplies as needed to ensure adequate inventory on hand.
- Place orders electronically and via telephone for supplies including office supplies, IT equipment, and other items.
- Monitor orders for pick up and/or delivery.
- Research and obtain quotes for specific supplies and services; may meet with certain vendors to discuss supplies and services.
- Complete and maintain all directly related records and documentation for purchased supplies and services; act as liaison for the Finance Department on documentation requests.
- Prepare and review purchase orders (open/close, adjust/edit) for final approval.
- Perform physical movements to move and lift inventory and operate forklift in a safe manner.
- Maintain supply inventory in clean and orderly condition.
- Maintain stockpiles of materials and equipment in good condition.
- Advise department personnel on rules and procedures for purchasing supplies and services, including consultation on needs assessment or related planning on future projects.

- Assist departments with document destruction.
- Maintain office, warehouse, and assigned vehicle in good working order.
- Perform other directly related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Training:

1. Graduation from high school (or substitution of G.E.D. or California Proficiency Certification).
2. Must possess experience handling materials and supplies in a warehouse or store.

Education and Experience: Graduation from High School or equivalent and equivalent to two full-time years performing responsible warehouse duties.

Certification/License: Forklift certification and a valid California Class C Driver's License and an acceptable driving records is required.

Knowledge of: Methods, procedures, and systems used in the warehousing of supplies and materials; modern methods of receiving, storing, issuing and keeping records of materials, supplies and equipment; construction methods, materials, and services.

Ability to: Maintain inventory control and other related recordkeeping; operate modern office equipment, including a desktop computer using Microsoft Word and Excel at a with basic proficiency; communicate effectively, orally and in writing; establish and maintain effective and cooperating working relationships with those contacted in the performance of duties; perform effective customer service; perform basic math calculations with accuracy; demonstrate sound and accurate judgment regarding quantity and quality of supplies, equipment and storing required by the City; follow and understand departmental policies and regulations; follow written and verbal instructions; practice safe working habits; perform skillfully in the operation of City vehicles and equipment necessary for the performance of essential duties.

SPECIAL REQUIREMENTS

Possession of a valid California class "C" operator's license, safe driving record, and proof of insurability are required at time of appointment.

TOOLS AND EQUIPMENT USED

1. Mobile or portable radio.
2. Motor vehicle.
3. Forklift.
4. Phone.

5. Copy machine.
6. Fax machine.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Demands:

1. Sit (up to two hours), stand, reach, stoop or bend.
2. Lift up to 85 pounds or push up to 100 pounds.
3. Strength, heavy work, frequent lifting, carrying and or pushing heavy items.
4. Work in inclement weather or under adverse conditions when outside.
5. Get from one location to another in the course of doing business.

Working Conditions:

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to frequently lift and/or move up to 85 pounds. This position also requires the ability to sit for up to two (2) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.