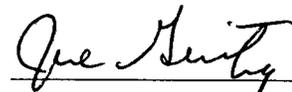


City of Fernandina Beach
Job Description


City Manager's Signature
9-10-14
Date

Title: Warehouse Tech
Department: Utilities
FLSA Status: Non- Exempt
Reports to: Utilities Director
Pay Grade: 128

Minimum Qualifications

- A. Education and Experience:
Must possess a high School diploma or GED. Three (3) years work-related experience with water, wastewater, and electrical materials. A comparable amount of training, education or experience may be considered by the City as a substitute for the minimum qualifications.
- B. Certifications:
Valid CDL Class "A" driver's license required. Forklift certification required.
- C. Knowledge, Abilities, and Skills:
Excellent communication skills required (oral and written).

General Description

Responsible for warehouse maintenance and inventory purchasing. Receives, stores, and distributes materials, tools, equipment, and products to City employees or City worksites as assigned.

Essential Functions

1. Receives merchandise from suppliers, matches purchase orders to invoices and distributes to employees for assigned jobs.
2. Takes physical inventory of materials and places orders as needed.
3. Purchases materials off-site if not in stock when needed.
4. Responsible for delivery of materials to job sites as appropriate.
5. Records materials taken or delivered from inventory.
6. Sorts and stores inventory in organized fashion. Assigns bin and stock numbers to inventory for reorder; marks materials with identifying information if appropriate.
7. Assigns company numbers and maintains records of fixed assets used for operations such as vehicles, tools, generators, pumps, trailers, etc.
8. Performs weekly documented inspections of permanent and temporary storage facilities.
9. Maintains fire suppression equipment and issues safety equipment and devices.
10. Maintains records of Self Contained Breathing Apparatus and other equipment.
11. Maintains records and prepares reports as needed.

City of Fernandina Beach
Job Description


City Manager's Signature
9-10-14
Date

12. Administers warehouse security and maintains neat and orderly appearance of warehouse and yard.
13. Protects assets by establishing, monitoring, and enforcing internal controls within the warehouse.
14. Advises management of potential risks.
15. Assists with managing budget and controls expenses effectively.
16. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
17. Attends and participates in administrative meetings as required.
18. Performs other duties as assigned.

Essential Physical Skills

Must be able to lift and carry up to 80 pounds, and be able to climb 175 foot ladder unassisted. Must be able to pass a pulmonary function test to qualify for the use of a self-contained breathing apparatus (SCBA) and be clean-shaven as defined by OSHA standards. Acceptable eyesight, hearing (with/without correction), smelling, reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling, driving, operating equipment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Work is performed inside and outside in various weather conditions in and around potentially hazardous areas. Work may be performed at heights up to 175 feet, and may be performed below ground level in confined spaces. Works in or with moving objects.

Key Competencies: Integrity, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written)