



POSITION DESCRIPTION AND QUALIFICATIONS

Warehouse Specialist I

Market

Reports to: Water Maintenance Manager

Classification: Non-Exempt

GENERAL STATEMENT OF CLASS

Position is responsible for maintaining routine inventory supplies, performing regular document verification, data entry, clerical and filing duties, shop housekeeping, which requires general office, physical warehouse duties, and bookkeeping experience.

ESSENTIAL DUTIES

This position is required to perform basic bookkeeping such as invoice coding, creation of Requisitions and Purchase Orders, ordering and receiving of inventory, performs monthly spot checks of inventory and office supplies, aids with uniform purchases and meter reading data entry. Works within asset management program (Lucity) inputting work orders and water loss reporting. Operates warehouse forklift. This position is required to maintain a presence at the service center for contractors and to perform shop-related and warehouse duties, including general cleanup as necessary. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- Processing of accounts payable invoices for approval, correction of discrepancies
- Verification of inventory transactions within business software (GP, Lucity)
- Strong working knowledge of all inventories onsite, and uses for the inventory
- Oversees and participates in the daily procurement for parts and supplies
- Organizes and maintains warehouse inventory, including locating, grouping and labeling item and monitoring/reordering stock
- Data entry of inventory purchases and material slips, participates in quarterly inventory
- Receiving, verifying contents/condition, distribute and stocking of inventory items
- Operates material handling equipment to load and unload trucks, operates forklift for warehouse duties
- Sweeping shop, organizing waterworks materials, prepare/ship packages
- Manages timecard tracking and coding, including temporary workers
- Data entry for various special purpose spreadsheets
- Filing of documents alphabetically, numerically, or by other prescribed method
- Word processing of routine documents or reports
- Successful completion of tasks, related to work orders
- Actively participates in the company's safety program
- Other related duties as assigned



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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Position requires knowledge of modern office procedures and principles of work prioritization; multitasking; business English and math; data processing; record keeping systems; customer service; inventory and warehouse maintenance. Skill in use of personal computer and related software applications such as Microsoft Excel and Word; data entry; use of standard office equipment and machines, including telephone, ten-key calculator, FAX, copier; filing; making mathematical computations; shop housekeeping and forklift operation. Ability to perform effectively under pressure, maintain flexibility in meeting changing requirements and deadlines; accurately record data; follow oral and written instructions; organize and maintain filing systems; maintain office equipment; establish and maintain effective working relationships with the general public, supervisor, co-workers and other city staff; follow established MWC policies and procedures.

COMPETENCIES

Organization Skills, Teamwork Orientation, Communication Proficiency, Technical Capacity, Collaboration, Time Management, Results Driven and Ethical Conduct

TRAINING, EXPERIENCE AND LICENSING REQUIRED

Associate degree in Business Administration or business-related coursework/certificate program, and (3) three plus years of experience; a high school diploma/ GED, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must obtain forklift certification within six (6) months of hire date and maintain throughout course of position. Valid Oregon driver's license and acceptable driving record.

PHYSICAL REQUIREMENTS

Positions in this class typically require kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Prolonged periods sitting at a desk and working on a computer. Ability to speak, read, write as per positions functions.

Medium work: exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work performed includes a combination of office, shop, and warehouse; which may involve exposure to dirt, noise, hazardous materials, and adverse weather conditions.