

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Warehouse Worker	OFFICE/BRANCH/SECTION Maintenance Distribution Warehouse
WORKING TITLE Warehouse Worker	POSITION NUMBER 913-700-6220-918
	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of a Warehouse Manager II or Material and Stores Supervisor at the Sacramento Warehouse, the incumbent performs journey level warehouse worker duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

CORE COMPETENCIES:

As a Warehouse Worker, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Equity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Equity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Pulls, re-palletizes and assists in the preparation of material for local issue, which may include stock signs, or special freeway signs for shipment. Cartons can weigh as much as, if not more than, 55 pounds. Special freeway signs can weigh in excess of 100 pounds requiring extensive pulling, lifting, and pushing to prepare for shipment. (Warehouse policy and procedures require all employees to request assistance when lifting or handling any items weighing in excess of 50 pounds.)

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30%	E	Filling yard orders may require working in inclement weather. Restocking shelves, bins, overstock areas and yard storage. Transports materiel to specified areas by hand or by means of, propane, or electric powered (Battery-Powered) materiel handling equipment. Delivery of local orders with delivery truck.
10%	E	Assists in the receiving, unpacking and checking of incoming material to verify items and quantities received. Palletizes, tags, weighs and moves material to designated locations. Loads and unloads trucks, and other common carriers that make deliveries and pick-ups at the warehouse.
5%	M	Perform monthly spot checks, and cycle counts, keeps floors and storage areas safe, clean and orderly.
5%	M	Performs other duties as assigned, which may include special assignments within the scope of the classification

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May on occasion's mentor order filling and other various warehouse worker responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

As a journey level Warehouse Worker, incumbent is expected to have knowledge of standard warehousing practices covering receiving, shipping, packing and storing of a variety of commodities both in a warehouse and outside storage areas. The incumbent is expected to have familiarity with the ability to use a variety of materiel handling equipment. This equipment can be hand, fuel or battery powered. Incumbent must also have the ability to operate all motor vehicles requiring a Class "C: driver's license. Must have knowledge of safety practices as they apply to warehouse operations. The ability to read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; and follow instructions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for accuracy in pulling and shipping the correct item and quantities of materiel, and for assuring that the correct item and quantities are received and stored in the proper locations, and is responsible for applying safe practices at all times so as not to cause injury to themselves or other employees.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with common carriers in the receiving of deliveries and shipping of materiel. Has daily contact with Caltrans Offices in the deliveries of local shipments, pick up of publications and printouts from headquarters. Will assist in daily contact with walk-in orders when needed

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to assist in lifting special signs that can exceed 100 pounds, requiring pushing, lifting and pulling. Sign crates and cartons weighing 55 pounds or more may require stacking and or moving by hand, requiring physical lifting capabilities. Employee may be required to sit for long periods of time using a keyboard and video display terminal when preparing reports or time sheets. This position requires extensive climbing of stairwells to access materiel stored on the mezzanines.

WORK ENVIRONMENT

While at their base of operations, employees will work in a climate controlled warehouse operation under artificial lighting.

Employee may also be required to work outdoors and may be exposed to rain, dirt, noise, uneven surfaces, and/or extreme heat or cold

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
