Killeen Independent School District
Job Description

Job Title: Property Management Warehouse Worker
Department: Property Management
Reports To: Lead Property Management Warehouse Worker
FLSA Status: Non-Exempt

SUMMARY
Assists in the warehouse operation of receiving, storing, issuing and delivering of equipment, tools, and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Verifies accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders; records discrepancies or damage.

Maintains compliance with warehouse standard operating procedures and applicable directives.

Compares code numbers with information on invoice or packing slip and purchase orders; records, identifies, and reports discrepancies or damage.

Marks material with identifying information.

Opens crates and other containers using hand tools to unpack items received and inspects for damage and defects.

Sorts and stores items on rack shelves, or in bins according to predetermined sequence such as size, style, color, or product code.

Arranges stock parts in specified sequence for assembly.

Reads and fills requisitions for stock items; verifies accuracy of order pulled.

Moves inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, and handcart.

Loads and unloads delivery truck by hand or by use of handtruck.

Drives truck to various locations to deliver materials; obtains authorized signature for supplies requested.

Performs location surveys, records, audits, and inventories.

Detects needed repairs on vehicles and equipment by following established inspection procedures.

Performs such other tasks as may be assigned by the Lead Property Management Warehouse Worker or the Property Management Supervisor.
SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED). Two years warehouse experience preferred.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Possess current Class A or B Commercial Driver’s License or be able to obtain the Class A or B Commercial Driver’s License within 90 days of being hired.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching with hands and arms and use hand to finger, handle, or feel. Must be able to lift up to 100 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed frequently to dampness, humidity, moving mechanical parts, work on ladders and scaffolding, outside weather conditions, and slippery or uneven walking surfaces. The employee is occasionally exposed to extreme cold and heat. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES
Ability to operate light truck (Less than 26,000 lbs.) Use computer, bar code reader, and scanner. Ability to use word processing and spreadsheet applications, conduct research on the Internet, and send and
receive e-mail messages. Ability to use hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and handtruck.

Reviewed/Revised By: Bruce Minzenmayer, Auxiliary Human Resources Coordinator
Reviewed/Revised Date: October 12, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.