

Lead Warehouse Worker
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250205>

Downloaded On: Feb. 14, 2025 7:02am

Posted Dec. 10, 2024, set to expire Apr. 11, 2025

Job Title Lead Warehouse Worker

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 10, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4755647/lead-warehouse-worker>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Central Services Manager, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing warehouse duties; trains and reviews the work of warehouse staff; performs the full range of receiving, stocking, sorting and delivering materials, supplies and mail; assists in maintaining adequate stock levels and inventories; and performs a variety of general tasks relative to assigned areas of responsibility.

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DISTINGUISHING CHARACTERISTICS

This is the lead level class in the Warehouse Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of functional and technical supervision over warehouse staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Lead, plan, train, and review the work of staff responsible for receiving, stocking, sorting and delivering materials, supplies and mail; train assigned employees in their areas of work including proper receipt and delivery of shipments and supplies; monitor and review work activities to ensure that work is completed in a timely and efficient manner; perform the most complex warehouse duties.

Supervise the use, care, operation and maintenance of warehouse equipment including forklifts, electric carts, pallet jacks and hand trucks.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

Receive materials, equipment, supplies and tools including toxic and hazardous materials; verify incoming shipments for appropriate quantity and quality against purchase orders; inspect for damage; post receipt on computer terminals; mark items with appropriate identification number.

Post identification numbers including warranty, date of purchase, serial number, model number, location, category and project number information; tag equipment bought under special projects

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accounts.

Notify vendors of wrong items shipped, shortages or damages; arrange for return of shipments; maintain records of returns.

Unload shipments using a forklift; stock orders for District stores; coordinate the delivery of materials to classroom labs, departments, specified stockroom or other facility.

Operate and maintain a variety of warehouse equipment including forklifts, electric carts, pallet jacks and hand trucks.

Receive, sort and deliver mail twice daily; sign for and deliver certified, insured and registered mail; deliver bulk mail to post office; package items for courier and special overnight deliveries.

Answer phones and direct calls requesting information regarding purchase orders, account balances, inventories and deliveries; respond to requests for information.

Maintain adequate stock levels and records on all materials and supplies; compile records of supply transactions; participate in scheduled inventories.

Maintain warehouse and equipment in a clean and orderly manner.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a warehouse receiving and delivery program.

Principles of lead supervision and training.

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Methods and techniques of general warehousing including the receiving and inventory of materials.

Principles and procedures of record keeping and filing.

Mathematical principles.

Principles and practices used to establish and maintain files and information retrieval systems.

Modern office procedures, methods and computer equipment.

Operational characteristics of warehouse equipment and tools.

Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.

Occupational hazards and standard safety practices.

Ability to:

Lead, organize, and review the work of staff.

Independently perform the most difficult warehouse receiving and delivery procedures.

Interpret, explain, and enforce department policies and procedures.

Operate a variety of warehouse equipment including forklifts, electric carts, pallet jacks and hand trucks in a safe and effective manner.

Work independently in the absence of supervision.

Maintain accurate and current records of inventory, materials and supplies.

Operate office equipment including computers.

Maintain adequate stock levels.

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Respond to requests and inquiries from other personnel.

Ensure adherence to safe work practices and procedures.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade; supplemental course work in record keeping or bookkeeping is desirable.

Experience:

Three years of increasingly responsible warehousing experience, including two years of experience at the level of Warehouse Worker.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and proof of insurability.

Possession of, or ability to obtain, an appropriate, valid Forklift Operator's certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, noxious odors, and gases; potentially hazardous chemicals; liquid and epoxy chemicals, solvents, and oils; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces. Occasional exposure to risks controlled by safety precautions

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Range 126 of the CSEA Salary Schedule

Work Schedule: Monday - Friday (6:00 AM - 3:00 PM) - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: 40

Months per Year: 12



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Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS



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Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff,



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managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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