



JOB DESCRIPTION

Warehouse Operator

POSITION TITLE:	WAREHOUSE OPERATOR
REPORTS TO:	DIRECTOR OF FINANCE & SYSTEMS
REVISION DATE:	June 2 nd , 2006

POSITION SUMMARY

The Warehouse Operator is responsible to receive, store and distribute materials, tools, equipment, and products within the Municipal operation and to compute, classify, record, and verify numerical data for use in maintaining accurate accounting records. The position performs all duties normally associated in maintaining and operating the municipal warehouse including accurate accounting records.

Job Requirements

The requirements for the Warehouse Operator may include all or some of the following duties. As well, other duties may be assigned.

1. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety policies and regulations.
2. Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
3. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
4. Examine and inspect stock items for wear or defects, reporting any damage to department head/supervisors.
5. Keep records on the use and /or damage of stock or stock handling equipment.
6. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
7. Pack and unpack items to be stocked on shelves in stockrooms, warehouse, or storage yards.
8. Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
9. Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.

JOB DESCRIPTION – Warehouse Operator
PAGE 2

Job Requirements – cont'd

10. Issue or distribute materials, products, parts, and supplies to customers or co-workers, based on information from incoming requisitions.
11. Receive and count stock items, and record data manually or using computer.
12. Store items in an orderly and accessible manner in warehouse, tool rooms, supply rooms, or other areas.
13. Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
14. Advise retail customers or internal users on the appropriateness of parts, supplies, or materials requested.
15. Confer with Public Works Superintendent, Shop Foreman, engineering, purchasing personnel and vendors regarding stock procurement and availability.
16. Determine sequence and release of back orders according to stock availability and dispose of damaged or defective items, or return them to vendors.
17. Price compare and locate materials, products, parts and supplies for the day to day operations.
18. Arrange for pick up of incoming stock or delivery of parts and supplies to designated locations.
19. Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
20. Purchase new or additional stock, or prepare documentation that provide for such purchases in accordance with the municipal purchasing policies and procedures.
21. Recommend disposal of excess, defective, or obsolete stock.
22. Assist employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
23. Take year-end inventory and prepare detailed reports as required to meet the annual external audit requirements.
24. Assist in year-end accounting reporting, procedures and external audit process as required.
25. Operate Office equipment such as calculators, computer equipment, and photocopier.
26. Complete other duties that maybe assigned from time to time by the Department Supervisor.

Job Qualification Requirements

1. Must be able to maintain confidentiality on all matters of the Municipality.
2. Ability to receive oral or written instructions from Supervisor and perform tasks with a minimum of supervision.
3. Ability to perform a wide range of mathematical functions.
4. Ability to read, write, interpret and comprehend the English language.
5. Knowledge of administrative, clerical procedures and systems such as computer applications in the Purchase Order, Inventory, Project Costing modules, accounting practices and other office procedures and terminology.
6. Must possess an adequate ability to recognize and correct relevant problems as required.
7. Must be able to deal with difficult or emotional customer situations
8. Successful completion of Grade 12, supplemented by a post-secondary education in accounting courses or equivalent experience.
9. Minimum of two years basic bookkeeping/accounting experience.
10. A willingness to complete successfully the Project Costing, Purchase Order, Inventory modules in Great Plains/Diamond Software application Version 7.5 or greater
11. Generally one (1) year to three (3) years total related experience.
12. A combination of education and experience may be considered.

Personal Attributes

1. The Warehouse Operator shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Warehouse Operator shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Warehouse Operator shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Warehouse Operator must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Warehouse Operator shall display an ability to follow instructions from his/her supervisors.