

Job Title: WAREHOUSE/ASSET TECHNICIAN

Definition:

Under the general supervision of the Assistant Superintendent of Business Services and the direct supervision of the Director of Purchasing. This position conducts basic warehouse functions, such as but not limited to loading, receiving and delivering materials and supplies to sites, as well as, retrieving materials and supplies from sites and performs asset management functions. This position also provides technical support on technology equipment and software to end users.

Distinguishing Characteristics:

This classification is distinguished from others in the purchasing series in that the incumbent maintains fixed asset records. The incumbent also receives hardware and/or software, images, delivers, installs and manages computers. Incumbent maintains inventory records, performs minor repairs and is heavily involved in the manual labor aspects of warehousing and delivery.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of the tasks, or may perform similar tasks not listed here.

1. Manage capitalized and non-capitalized assets.
2. May provide technical services to users on computers, application software, peripheral devices and other technology equipment.
3. Image, deliver and assist with installation of computers technology hardware and software as needed.
4. May set up and take down Board Room for various meetings.
5. Perform a variety of clerical work with frequent interruptions.
6. Manage disposal of assets according to district processes and procedures.
7. Maintain data base of technology purchases for Information & Technology Services.
8. May assist in the print shop.
9. May perform document imaging.
10. Perform other related duties as assigned.

Minimum Knowledge, Skill, and Ability:

Knowledge of:

- General warehouse and delivery procedures, use of warehouse equipment including forklift, pallet, jack and dollies
- Basic operations, maintenance, and repair of computers and related equipment
- Principles, procedures of computers and peripheral equipment diagnosis and repair
- Methods and procedures used in software installation and troubleshooting
- General features of electronic data processing equipment and procedures
- Document imaging and print shop

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Skill and Ability to:

- Operate a forklift and other warehouse equipment and vehicles
- Assist in maintaining accurate and current records of warehouse receiving and computer equipment
- Diagnosis and troubleshoot network and workstation problems
- Perform a variety of clerical work with frequent interruptions
- Maintain cooperative working relationships with all staff
- Schedule and perform work to meet established timelines
- Maintain professional confidentiality
- Work harmoniously with school/district personnel, supervisor and departments

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma and formal computer classes/training and minimum of two years of responsible experience in computer diagnosis and repair, software and hardware installation and at least one year responsible warehouse and delivery experience.

License and Certificates:

- Possession of a valid California driver's license and proof of automobile insurance.
- DMV report as this position drives a warehouse vehicle

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Require the ability to stand for long periods
- Require the ability to walk long distances
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques required
- Is subject to inside and outside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Require the ability to use forklift, pallet jack and related warehouse equipment.

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PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing		X		
Running	X			
Walking			X	
Crawling		X		
Kneeling		X		
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending (waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		
Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands			X	
Keyboard Use		X		
Mouse Use		X		
Lifting/Carrying				
0 – 10 lbs.			X	
11 – 25 lbs.			X	
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement		X		
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

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Mental and Psychological Demands		Frequency	
Basic Work Abilities:		Essential	Non-Essen
1	Follow verbal and written instructions	C	n/a
2	Maintain the established work pace	C	n/a
3	Adhere to established work and safety procedures	C	n/a
4	Respond appropriately to direction, evaluation, or criticism	C	n/a
5	Respond appropriately to changes in the work setting	C	n/a
Attention to Task/Details:			
6	Perform simple/repetitive tasks	C	n/a
7	Perform complex/varied tasks	C	n/a
8	Organize tasks and set priorities	C	n/a
9	Manage multiple tasks simultaneously	C	n/a
Interaction with Others:			
10	Work cooperatively with coworkers	C	n/a
11	Interact with customers or the public	C	n/a
Decision Making:			
12	Use basic problem-solving techniques	C	n/a
13	Work autonomously, or with minimal supervision	C	n/a
14	Make independent decisions based on data/circumstances	C	n/a

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)