

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Warehouse Technician  
**Prepared Date:** 6/25/2024  
**Revised Date:**  
**Work Year:** 213 days  
**Department:** Facilities  
**Reports To:** Warehouse Foreman  
**Salary Range:** Miscellaneous Schedule – Non-Exempt  
**Benefits:** Fringe Benefits based on Schedule B Benefits  
**Status:** Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Warehouse Technician is to perform needed clerical support to facilities and warehouse personnel; Gather and compile warehouse data and prepare financial transactions; process warehouse work orders; general warehouse work; receive, sort, stock, rotate, inspect, pull orders, and maintain inventory control in a reasonable, timely manner to provide high quality services to sites and departments; Work with warehouse and facilities staff to complete all projects as assigned

**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. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent
- Three (3) years of secretarial experience
- One (1) year experience in warehouse operations
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Forklift Certification
- Material Handling Certification
- Experience/knowledge with warehouse management software systems

**SKILLS AND KNOWLEDGE:**

- Excellent interpersonal and communication skills
- Ability to safely operate forklifts, gates, pallet jacks, and other related equipment
- Knowledge of modern office practices and operation of standard office appliances including desktop computers and copy machines
- Knowledge of large line-item inventory systems (3000 to 5000 items) – receiving, distributing, physical inventory, and warehouse materials handling
- Ability to use standard database, spreadsheet, and word processing software effectively. Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Knowledge of tools, supplies, and equipment used by trades areas (carpenters, plumbers, electricians, etc.)
- Ability to operate equipment properly so that it is not damaged
- Ability to establish and maintain professional/effective working relationships with all staff and others with whom the position interacts
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals

- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare receiving documentation and note any discrepancies on P.O. (purchase orders) to complete delivery and acceptance process
- Receive incoming deliveries for warehouse and other departments
- Monitor stock balances and order stock items from vendors
- Operate large line-item inventory computer systems – receiving, distribution, physical inventory, and warehouse material handling
- Label materials and supplies ordered through Alio order systems and prepare for shipment to requester
- Check incoming goods for correctness of item, quality, condition, requirements and specifications as per purchase order
- Transport incoming goods to proper storage location and stock shelving location
- Gather materials requested and obtain signatures from tradesmen for materials needed per work order
- Assist other warehouse personnel as needed
- Mark material requisition with proper school, department, job
- Keep assigned area / warehouse clean, neat, and organized
- Complete an annual inventory of all materials in specified area
- Organize stock as to proper bin location, type of material, and provide a logical product storage facility according to stock codes
- Complete warehouse work orders in applicable district work order software
- Keep an accurate and up-to-date filing system, operate appropriate office equipment, make appointments, take messages, type correspondence, memorandums, reports, and other materials as needed
- Obtain price quotes from vendors

- Train district secretaries on placing supply orders with Alio
- Assist district supervisors/principals with procedures in Alio
- Perform department and district supply purchases as necessary
- Process item returns for restocking and inventory accuracy
- Complete purchase orders, requisitions, check requests, initiate billing, facilitate reimbursements, and reconcile vendor invoices with purchase orders
- Initiate database queries and run reports as needed
- Post and process billing requests for stock taken from warehouse inventory by outside organizations
- Use hand trucks safely and efficiently
- Maintain confidentiality in all aspects of assignment
- Drive gasoline powered vehicles in all types of weather and road conditions
- Work independently with minimal supervision
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by Warehouse Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 7.5 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	

Walking (uneven surface)		<b>X</b>			
Crawling		<b>X</b>			
Crouching (bend at knees)				<b>X</b>	
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)				<b>X</b>	
Turn/Pivot				<b>X</b>	
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing				<b>X</b>	
Fine manipulation	<b>X</b>				
Using foot control				<b>X</b>	
*Pushing/Pulling Maximum weight: <b>75 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>75 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, glue or bonding agents; regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work on electrical systems; outdoor weather conditions; extreme cold; extreme heat;. The noise level in the work environment will occasionally be loud enough to require hearing protection.