

**OAKDALE IRRIGATION DISTRICT  
JOB DESCRIPTION  
WAREHOUSE / YARD WORKER**

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. The job description is not intended to reflect all duties performed within the job.*

**Definition/Summary**

Under the general supervision of the Chief Financial Officer and working through the Fleet Maintenance Supervisor and the Construction and Maintenance Manager, and working with the Inventory-Purchasing Clerk, the Warehouse-Yard Worker position will assist in receiving, pickup and delivery, storage and issuance of tools, maintain the order and cleanliness of the OID grounds, and perform additional related duties as required. Duties under this assignment may include fleet maintenance, shop duties, grounds keeping, and construction and maintenance duties as required.

**Essential Functions**

- Assists in and supports the operation and coordination of the District's warehousing function through receiving, inspecting, counting, storing, and making materials and supplies available to crews.
- Assists Inventory-Purchasing Clerk using inventory software to identify items for reordering and controlling stock levels, in a manner that will not result in over or under stocking.
- Verifies the accuracy of shipments, reporting problems and discrepancies to other supervisors, Inventory-Purchasing Clerk, Finance staff, and CFO.
- Keeps supervisor apprised of change in working conditions, and the need for materials, supplies, tools, and equipment purchases that may be necessary for the safe and efficient operation of the position.
- Operates warehouse equipment, including hoists, cranes forklifts and trucks in connection with the receipt, storage, and issuance of materials, which includes the movement of large and heavy inventory items.
- Assists with periodic inventories of warehouse stock.
- Operates a vehicle to pick-up items purchased and deliver materials and equipment.
- Maintains records in coordination with the Inventory-Purchasing Clerk.
- Keeps the entire District facility clean, neat, and in an orderly condition. Duties include trash and debris removal, grounds keeping, and general organization.

**Other Duties**

- Maintains proper work safety practices and procedures.
- Performs related duties as assigned.

## **Job Standards/Specifications**

### **Knowledge of:**

- Methods used in receiving, inspecting, and storing materials and equipment.
- Materials, tools and equipment used in the construction, maintenance, repair, and cleaning of irrigation facilities and domestic water works such as canals, ditches, gates, structures, pipelines, pumps, valves, and wells.
- Operation of a variety of office equipment
- Safe and efficient processes and procedures used in the operation of tools and equipment and vehicular and safety codes and procedures affecting the operation of hoists, cranes, forklifts, trucks, and other equipment used to move, stack, lift, and transport inventory items and construction equipment.
- Basic store keeping principles and practices.
- Appropriate precautionary measures to mitigate occupational hazards of the trade and as occasioned in the performance of work in and around a warehouse and shop environment.

### **Ability to:**

- Perform a variety of receiving, storage, and material distribution assignments at a centralized warehouse, including visually checking/comparing incoming supplies with the requisition form to determine damage and correctness of the quantity and quality of goods received.
- Operate motor vehicles and warehouse equipment in a safe and efficient manner.
- Complete requisitions for supplies and materials.
- Provide assistance with all annual and non-scheduled inventories.
- Maintain work, time, and material records
- Perform work in confined spaces and on elevated platforms
- Perform heavy manual labor.
- Follow District procedures to accomplish assigned tasks safely and efficiently and work without direct supervision on a multitude of assignments.
- Communicate clearly and concisely, both verbally and in writing.

## **Typical Physical Activities**

- Operates warehouse equipment such as forklifts, cranes, hoists and operates a motor vehicle for delivery and distribution of equipment and supplies 3 to 4 hours per day.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise 3 to 6 feet weighing up to 60 pounds up to 2 hours per day for a distance normally not exceeding 100 feet. Lifting may be performed in conjunction with pushing, pulling, bending, stooping, gripping and grasping.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies for moderate durations of 20 to 40 minutes.

- Intermittent standing, sitting, pushing/pulling, twisting, and lifting for periods of approximately 1 to 2 hours per day. Some repetitive pushing/pulling with the use of arms, hands, feet, and legs. Twisting of the wrists and elbows may be performed in conjunction with reaching, pushing, pulling, bending, lifting, and gripping and grasping. Twisting of the knees and ankles will occur throughout the work shift. Intermittent twisting of the upper torso may occur for periods of 3 to 4 hours total.
- Uses both hands and fingers to grip and grasp and to manipulate tools and components. These functions are intermittently performed for brief to moderate periods ranging from 5 to 7 minutes for daily totals between 5 to 7 hours.
- Intermittent to continuous reaching and bending of the elbows, knees/ankles for a brief to moderate duration, however, typically for periods of 5 to 7 hours or more. Reaching and bending functions are generally performed in conjunction with the other motor movements.
- Employee will perform intermittent neck motion/flexion ranging up to 10 minutes at each occurrence for about 4 to 5 hours per day.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground, while carrying tools, equipment and materials used in the construction trade. Perform work in a confined space and at elevated work surfaces.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended periods of time. Stooping or bending may be performed while in a variety of positions, including standing, sitting, kneeling, and squatting.
- Intermittent stopping ranges from 7 to 10 minutes for a daily total of approximately 3 to 4 hours.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factor**

- Work involves exposure to environmental elements, agricultural and construction chemicals and gases, and the visual and physical hazards found in shop/warehouse conditions, and significant temperature changes between hot and cold.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work may require limited extensive walking on narrow slippery, sloping and irregular surfaces. Intermittent walking may range from 100 to 300 yards.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

#### **Knowledge of:**

1. General warehousing procedures, including receiving of materials.
2. Methods of maintaining and taking inventories.
3. Basic mathematics.
4. Safety hazards and appropriate precautions applicable to work assignments.

Ability to:

1. Perform a wide range of maintenance, warehousing, and grounds keeping activities.
2. Maintain accurate and current records of transactions.
3. Operate a forklift, flatbed, and truck and trailer.
4. Make accurate arithmetic calculations.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective cooperative relationships with those contacted internally and externally.

Experience: One year of experience in receiving and inventory or two years in a related field. Preferred experience in a construction/warehouse environment.

Education: Equivalent to completion of graduation from the twelfth grade.

**License Certificate Registration Requirement**

Provide two acceptable forms of identification as proof of citizenship.

Driver License: Possession of a valid California Driver's Class C license with the ability to obtain a California Drivers Class A License within six months of employment and current medical clearance, and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration

All candidates must pass a physical examination and drug test upon the offer of employment, but prior to the time of hire.

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The essential duties and other contents of this job description, and the responsibilities, duties, and requirements for acceptable performance have been explained to me and I understand them. Further, I understand that it is impossible to identify all of the duties and expectations for the position and realize that my daily assignments may vary greatly according to District needs.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date