

# CARSON CITY SCHOOL DISTRICT

## Job Description

**Job Title:** Warehouse Specialist  
**Department:** Operation Services Department  
**Reports To:** Director– Operations Services or Designee  
**FLSA Status:** Non-exempt  
**Prepared By:** Associate Superintendent of Human Resources  
**Prepared Date:** 08-010-2021  
**Revision Date:** 12-23-2019

### **General Job Description:**

Under direction to drive a District vehicle in the pickup and delivery of mail, supplies, food, equipment and other items to and from schools, cafeterias and offices; to sort, process, and deliver District mail; to perform general warehouse duties perform supply management and receiving duties in the warehouse; and to perform various custodial duties and related work as required.

### **Experience or training required:**

**Knowledge of:** Vehicle operation, traffic laws and safe driving practices; time schedules and adherence practices; simple record keeping techniques; appropriate safety precautions and procedures.

**Ability to:** Follow a route and maps to various locations; keep records connected with the above duties; lift and load heavy items; operate a forklift; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education and experience which demonstrates an ability to perform the duties of the position:** A typical qualifying entrance background is completion of informal training in warehouse operation; or Entry-level experience performing delivery work or custodial work; or Experience at or equivalent to experience as a Custodian or other entry-level experience in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

### **Licenses or Certificates Required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a valid forklift operator's certificate.

### **The Job Functions:**

Positions in this class perform the routine delivery of supplies from the warehouse to the schools and other District facilities. In addition, incumbents perform general warehousing work together with the responsibility supervisor(s). Positions in this class perform work which is highly structure, which seldom varies and which is performed in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instruction.

### **Essential Job Functions:**

Drive a District vehicle to various schools, city, and State offices, local businesses and the warehouse; processes, receives and delivers mail; performs varied custodial duties; receives, enters receiving and delivers parcel post items; picks up facility items from vendors; makes pickups of surplus items at various schools and offices and returns to the warehouse; picks up and delivers small emergency parcels or equipment requiring immediate delivery; makes cafeteria deliveries; drives to locations outside of District to pick up and deliver supplies and equipment; picks up delivers, installs, moves or rearranges furniture and equipment as needed; makes out reports and records

required; operates a forklift; moves furniture and heavy equipment; maintains cleanliness of warehouse and vehicles; stocks shelves in stockroom; receives supplies, filling and shipping orders; performs inventory, fills out paperwork, installs inventory control number, delivers items and maintains accurate records on all district wide inventory received through the warehouse; and performs related work as required. Delivers school board packets and provides courier services when needed. Maintains postage meter and maintains current postal regulations, procedures, and fees.

**Physical Demands and Working Conditions:**

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbent must be in good physical condition and must take a physical examination at the District’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

**Environmental Conditions:**

Climate controlled warehouse &/or school setting with temperatures ranging from mild, moderate, and severe cold/heat. Occasional work on surrounding campus grounds under the usual and customary seasonal weather conditions. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, operational machinery, tools, communicable diseases, chemicals (as related to specific assignment), and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.