

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: WAREHOUSE ADMINISTRATOR
CLASS CODE: 7035

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 6/30/14 (REVISED 7/28/98 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Responsible for managing warehouse operations at the Utah County Fleet Services and Fuel Station.

ESSENTIAL FUNCTIONS

Schedules, directs, and coordinates warehouse functions according to existing policies and procedures.

Recommends changes in existing warehouse policies and procedures.

Oversees the requests and acquisition of equipment, parts, fuel, and other materials.

Assists in supervising maintenance workers, JTPA participants, and trustees assigned to the Utah County Fleet Services and Fuel Station.

Maintains physical and computerized inventory of all materials and orders supplies as needed.

Contacts suppliers for bids, price checks, and ordering information.

Provides proper storage and disposal of hazardous materials.

Maintains the County fueling station including the monitoring of fuel levels, checking internal sensors, performing leak tests, pricing and ordering of fuel, and maintaining records to ensure compliance with state and federal regulations.

Assigns fuel cards and maintains driver, vehicle, and fuel usage records.

Maintains service records on vehicles and equipment and schedules routine and emergency service including off-site repairs and services.

Communicates via telephone, radio, and in person with vendors, department managers, sales and manufacturer representatives, maintenance personnel, and the public.

Coordinates, schedules, and monitors activities of vendors, Fleet Services employees, County employees, and outside agencies in relation to the warehouse operations of the Utah County Fleet Services and Fuel Station.

Supervises the delivery and retrieval of parts and vehicles.

Operates a forklift and assists mechanics with vehicle maintenance and repairs.

Assists and trains personnel in the use of warehouse computers, painting and sandblasting equipment, fuel station operations, and the processing of work orders and requisition forms.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: proper procedures used in the storage and disposal of hazardous materials; mechanical applications; warehouse procedures and practices.

Skill in: operating basic warehouse equipment including fork lift and front end loader; maintaining computerized records.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; coordinate multiple activities simultaneously; communicate effectively verbally and in writing; work efficiently in physically strenuous circumstances.

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PHYSICAL DEMANDS

Typically: sit at a desk or table.

Regularly: walk, stand, or stoop; lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; drives a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and communicate via radios.

Occasionally: Ascend or descend ladders, scaffolding, ramps, poles, and the like.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in a partially environmentally controlled building; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to an Associates Degree in business administration or related field; and three (3) years work experience in warehouse operations.

LICENSING AND CERTIFICATION

Incumbent must be a certified Forklift Operator; and Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.