

**CLASS TITLE:            WAREHOUSE WORKER (CORRECTIONS)**

**Class Code: 02171200**  
**Pay Grade: 13**  
**EO Code: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To engaged in a variety of warehousing activities including the receipt, storage and issuance of a variety of materials and supplies; to drive a truck with a load carrying capacity in excess of (5) tons in the pick up or delivery of materials and supplies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of a superior from whom general and specific work assignments and detailed instructions are received; work is reviewed in process and upon completion for compliance with instructions and conformance to established warehouse work procedures.

**SUPERVISION EXERCISED:** As required, supervises the work of inmates engaged in a variety of warehousing and maintenance activities; to be responsible for the daily supervision of inmates involving the receipt and storage of materials and supplies and their distribution to several state departments and agencies located throughout the state.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the daily supervision of inmates involving the receipt and storage of materials and supplies and their distribution to several state departments and agencies located throughout the state.

To engage in a variety of warehousing activities including such as: the physical loading and uploading of trucks, trailers and rail cars; the movement of materials and supplies to and from assigned storage areas using material handling equipment such as forklifts and electric jacks as well as the operation of a freight elevator for moving goods from one floor level to another; and the assembling of stored materials and supplies for shipment.

To drive a truck with a load carrying in excess of (5) tons in the pick up or delivery of a variety of stored materials and supplies.

To periodically rotate stored materials and supplies to ensure a “first in – first out” concept of an effective receipt, storage and delivery system.

To engage in warehouse and adjacent area housekeeping services including sweeping up in and around an assigned storage area, maintaining proper temperature and ventilation control in the assigned storage are, and the making of any necessary minor repairs to damaged containers, cartons and boxes holding such materials and supplies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS, AND CAPACITIES:** A working knowledge of the State Motor Vehicle Codes relative to the safe operations of a motor vehicle with a load carrying capacity in excess of (5) tons; a familiarity with general warehousing operations involving the receipt, physical handling, storage and delivery of materials and supplies; a familiarity with material handling equipment and the skill to operate same; the physical ability to perform a variety of manual tasks in the performance of warehousing activities; the ability to understand and carry out oral and a written instructions; the ability of properly manage and supervise inmate workers relating to duties and functions of a general warehouse operation and related housekeeping duties; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a high school degree or equivalency;  
and

Experience: Such as may have been gained through: employment involving manual labor in the receipt, storage and/or delivery of materials and/or supplies in a stock room or storage are within a public, private or industrial setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment, must be qualified to perform assigned duties as by a physician's certificate.

Class Created: October 31, 2004