



Office of Human Resources  
Surplus Warehouse Technician - CJ3216  
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### General Statement of Duties

Perform full performance surplus warehouse duties, which includes receiving property, tracking inventory, organization, disposition decisions (auction, sale, redeploy, recycle, hazmat or landfill) and ensuring a positive customer experience for all City surplus supplies, equipment and personal property; including lost, found and confiscated property that is managed through the City Surplus Warehouse.

### Distinguishing Characteristics

The Surplus Warehouse Technician is distinguished from the Stockkeeper Supervisor who oversees the staff of the Surplus Warehouse. The Surplus Warehouse Technician is distinguished from the Stockkeeper III who is responsible for researching and coordinating purchases with vendors.

### Level of Supervision Exercised

None

### Essential Duties

Receives, stores and organizes City surplus supplies, equipment and personal property; including lost, found and confiscated property. Coordinates deliveries of surplus materials from City agencies.

Maintains custody and security of City surplus supplies, equipment and personal property; including lost, found and confiscated property.

Tracks surplus property inventory through databases, shared documents and an ERP system.

Determines surplus property disposition method whether that be sale, redeployment, recycling, hazardous waste or landfill.

Facilitates the redeployment of surplus property back out to City agencies.

Coordinates the sale of surplus property through online auctions. This includes lot selection, photographs, descriptions, terms and uploading into vendor web-based platform.

Coordinates the sale of surplus property through posted prices. This includes accepting cash payments and maintaining custody of a change bank.

Handles hazardous materials such as chemicals and medications to ensure safe storage, accurate documentation and proper disposal.

Ensures that sensitive data and personal information is handled, processed and disposed of properly.

Provides frequent customer service to both internal and external customers in person, by phone and through email.

Performs site visits to provide City agencies with surplus support or document surplus property for auction.

Understands and applies applicable laws, rules, regulations, orders, policies and procedures.

Utilizes tools such as forklifts, hand carts, pallet jacks, City vehicles and other equipment to move materials for both sale and storage.

Maintains a clean and sanitary workspace through routine cleaning. Submits work tickets to address larger issues that require additional resources (repairs/installations).

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Arithmetic** – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Customer Service** - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

## Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Three (3) years of stockroom or logistics experience receiving, stocking, issuing, and maintain inventory records of parts, equipment, supplies, or materials, to include purchasing experience.

### Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Temperature Changes: Variation in temperature from hot to cold when works in the field.

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Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Subject to burns and cuts

Personal Safety: aware of surroundings, people, and events.

Occasional pressure due to multiple calls and inquiries.

Noise: Sufficient noise to cause distraction or possible hearing loss.

Handles emergency or crisis situations.

Handles absentee replacement on short notice.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to hot and humid work environment.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to heat temperatures

Potential exposure to hazardous/toxic chemicals.

Potential exposure to dust.

Potential exposure to cold weather conditions (indoor/outdoor)

Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.

Subject to many interruptions.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.  
Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object, usually by hand, arm or shoulder.  
Climbing: ascending or descending objects usually with hands and feet.  
Color Vision: ability to distinguish and identify different colors.  
Crouching: bending body downward and forward by bending legs.  
Depth Perception: ability to judge distance and space relationships.  
Eye/hand/foot coordination: performing work through the use of two or more.  
Field of Vision: Ability to see peripherally. Ability to adjust vision to bring objects into focus.  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding grasping, or otherwise working with hands and fingers.  
Hearing: perceiving the nature of sound by the ear.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Pulling: exerting force upon an object so that it is moving to the person.  
Pushing: exerting force upon an object so that the object is moving away from the person.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Repetitive motions: making frequent movements with a part of the body.  
Sitting: remaining in the normal seated position.  
Standing: remaining on one's feet in an upright position.  
Stooping: bending the body by bending spine at the waist.  
Talking: expressing or exchanging ideas by means of spoken words.  
Vision Far acuity: ability to see clearly at 20 feet or more.  
Vision Near acuity: ability to see clearly at 20 inches or less.  
Walking: moving about on foot.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-616  
**FLSA Code:** N  
**Established Date:** 9/8/2019  
**Established By:** CW  
**Revised Date:**  
**Revised By:**  
**Class History:**