



CITY OF RICHLAND

CLASSIFICATION TITLE: LEAD WAREHOUSE WORKER	JOB # 3033	AFFILIATION: Affiliated (IUOE)
REPORTS TO: PURCHASING MANAGER OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Purchasing & Warehouse Supervisor or designee, oversees, directs, coordinates and coaches the work of others. Performs written, electronic and manual tasks related to warehousing and inventory control, to include receiving, inspection, issuance, stocking, pick-up, delivery and processing of materials, supplies and tools. Uses data processing software, hardware and inventory systems for data entry, monitoring and reporting. Subject to 24-hour callout for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supports the mission and goals of the City in serving our customers and fosters a positive environment by personally choosing behavior aligned with our values and rules of conduct.
- Provides leadership, accountability and direction in the coordination of daily, weekly and other periodic work activities of the Warehouse team. Provides feedback to manager on employee performance and behavioral issues, and training needs.
- Provides professional customer service using verbal, electronic and written communication with co-workers, City staff and vendors to provide routine assistance.
- Maintains accuracy and an organized workflow in a team and self-directed environment inherent with interruptions and changing priorities.
- In conjunction with Purchasing staff, maintains and anticipates inventory levels as required by customer needs and history; requisitions and procures materials & supplies as required.
- Maintains the functional aspects of software and hardware systems used in managing daily work activities, inventory and order fulfillment by downloading reports, updating systems and supporting the technical requirements of the systems.

- Performs physical inventory counts.
- Ensures orders are pulled, filled and delivered in an accurate and timely manner to City staff by daily review and fulfillment of orders.
- Ensures warehouse stock and incoming orders are filled by daily receiving, inspecting and placing stock into the warehouse or delivering to the customer.
- Provides shipping services to include coordination, packaging and loading.
- Ensures the safety of the warehouse and crew(s) by performing the required maintenance and clean-up of the facilities, and detailed service and safety checks on warehouse equipment and vehicles.
- Performs all functions of the Warehouse Worker II.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Applicable health and safety policy, procedures and practices.
- Current inventory/warehouse methods, practices, procedures and equipment.
- Materials and tools used for various city operations.

Skills and abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training and evaluation of performance of assigned staff.
- Follow oral and written directions.
- Observe legal and defensive driving practices.
- Follow health and safety regulations.
- Use tact, initiative, prudence and judgment within general policy and procedural guidelines.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.

- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Six (6) years of experience in warehousing, shipping, receiving and inventory control or four (4) years of City of Richland experience in warehousing, shipping, receiving and inventory control.
- One (1) year of experience in a leadership role.
- For temporary upgrades to Lead Warehouse Worker, the one (1) year of leadership experience may be substituted by completing at least four (4) COR on-line leadership courses annually; courses will be pre-determined by City management.
- Intermediate computer skills with knowledge of enterprise software systems and the ability to demonstrate a high level of proficiency in data entry and understanding of MS Office software.
- Or an equivalent combination of education, training and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.
- Valid Forklift Operator Certification upon hire date.

COMPETENCIES:**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of

people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in a warehouse environment and outdoor storage yard, and field work for delivery and pick-up which requires travel from site to site.
- The position involves work outdoors on a year round basis and may be subject to extreme weather conditions.
- Work requires travel to and unloading at construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is usually quiet to moderate.
- May be exposed to moving mechanical parts and vehicles.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle and forklift which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, lift, reach with arms and hands, kneel and stretch, the ability to climb ladders and stairs, use hand trucks and pallet jacks.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and 75 lbs. occasionally using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups and over the telephone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.


The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)



Human Resources Director
2/25/2025

Date



Department Director
2/26/25

Date



City Manager or Authorized Designee
2/26/2025

Date