

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## WAREHOUSE OPERATIONS TECHNICIAN

|                        |                      |  |
|------------------------|----------------------|--|
| <b>JOB CODE: 60092</b> | <b>PAY GRADE: 08</b> | <b>PAY RANGE: \$33,762 - \$54,019</b><br><b>STARTING PAY: \$37,440</b> |
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### GENERAL DESCRIPTION

Under the general direction of the Warehouse Operations Supervisor, this position performs moderately complex work involving warehouse operations, receiving, deliveries, uniform outfitting, imprinting services production, fixed asset management and inventory supply administration. Members will be cross-trained in all functions of the position and serve as a specialist in one assignment area. Assignments are subject to change at the supervisor's discretion. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs warehouse operations, material handling, inventory administration activities, loading, unloading materials and office equipment onto and from trucks for delivery and/or storage
- Inspects products or materials for damage, defects, or shortages
- Receives, stores, retrieves, and distributes shipments and materials within a large warehouse facility
- Sorts and places materials or items on racks, pallets, or other storage system according to predetermined locations
- Organizes, retrieves, or places goods from/into stock
- Processes stock requisition orders for product; reviews orders prior to packaging for accuracy and quality; packs orders to ensure product reaches customer in excellent condition
- Delivers equipment and supplies to all locations of the Sheriff's Office
- Retrieves product as directed and returns to warehouse facility for appropriate action
- Utilizes inventory management software to enter, access or retrieve data
- Maintains account records, reporting and filing
- Performs cycle count activities of stocked product
- Sorts and maintains strict control over equipment to be auctioned, donated, and/or disposed in accordance with Florida state statute
- Provides customer support in the outfitting of current and new employees with uniform garments and equipment
- Fills requisitions for uniform garments and equipment utilizing established procedures

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- Pulls materials for imprinting shop orders per production schedule and pick list
- Utilizes production equipment for embroidery and heat press processes onto agency garments
- Allocates tag numbers to fixed assets to effectively track property and perform annual physical counts
- Records fixed assets acquisitions, transfers and dispositions
- Cleans and maintains supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Two (2) years' related experience in one or more of the following: warehouse operations, delivering, receiving, uniform outfitting, imprinting services production, fixed asset management, inventory supply administration or closely related field
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively and cooperatively in a team environment
- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Knowledge of various database and research software required to efficiently perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- Operate motor vehicles in a safe and efficient manner, in compliance with all state laws and regulations regarding operation and licensure



## PHYSICAL ABILITIES

Physical abilities listed below may have estimates listed of time spent during a typical work day to perform essential functions and responsibilities. Members in this position must be able to perform the following:

- Sit up to 2 hours per day
- Stand up to 6 hours per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Frequently lift up to 50 lbs.
- Occasionally lift up to 75 lbs.
- Frequently bend, squat, climb, reach, kneel and twist