



Warehouse Specialist

Summary of Duties: Receives, stores, and distributes material, tools, equipment, and products within establishments by performing the following duties.

Essential Job Functions:

- Reviews supply order to determine items to be moved, gathered, or distributed.
- Conveys materials and items from job sites to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Assembles job orders from stock and places orders on pallets or trucks with a forklift.
- Fills work orders, or requests for materials, tools, or other stock items and loads them on trucks or pallets for pickup or delivery to job sites.
- Marks materials with identifying information if required.
- Records amounts of materials or items received or distributed.
- Drives vehicle to transport materials, tools, or other supplies from warehouse to job site or to pick up items from several locations.
- Pull cargo trailers with company truck.
- Examines vehicles and confers with customers to determine malfunction and repairs desired.
- Assists with fleet vehicle maintenance by performing brake replacements, oil changes, and decals.

Basic Qualifications

- 1-2 years warehouse experience preferred.
- A valid driver's license is required.
- Must be able to pass a DOT physical.
- 1-2 years experience pulling a cargo trailer.
- Must be able to operate a forklift.
- Ability to operate small power tools.
- U.S. Citizen, Permanent Resident Alien status or Authorization to work in the U.S.

Physical Demands and Work Environment

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

Physical Demands

While performing the essential duties of this job, the employee is required to walk; sit; use hands and fingers, handle or feel objects; reach with hands and arms; balance; stoop; kneel; crouch; climb ladders, stairs and scaffolding; talk and hear. Employee will use tools such as wrenches, power tools, knives, dolly's, and handcarts. The employee must regularly lift or carry up to 60 lbs; and push and/or pull up to 150 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee may have occasional exposure to work near fumes and odors; regularly exposed to indoor and/or outdoor temperature fluctuations caused by equipment and/or outside weather conditions in addition to humidity. Employee may experience vibration while working with power tools. The noise level in the work environment is usually moderate.