

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1772

TITLE: WAREHOUSE SPECIALIST

GRADE: S-17

DEFINITION:

Under direction, assists a Warehouse Supervisor in managing and supervising warehouse operations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class involves supervisory and/or lead worker responsibility for personnel assigned to receiving, warehousing and distribution functions.

ILLUSTRATIVE DUTIES:

Plans for the storage of supplies and equipment based on space, cube, weight, durability and frequency of flow;
Supervises the receipt and unloading of incoming supplies and equipment;
Directs the unpacking, storing and arranging of bin and bulk storage stocks;
Directs the preparation of supplies and equipment for shipment and delivery;
Determines routing for delivery of items and supervises the loading and dispatching of trucks;
Performs or supervises receiving and shipping clerk duties to ensure that inventory records reflect all supply transactions;
Prepares work schedules and assignments and, monitors work performance;
Maintains transaction records and provides data required for maintenance of inventory control records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of warehouse practices and procedures;
Knowledge of the methods and practices of inventory control;
Ability to keep accurate records;
Ability to supervise subordinate personnel;
Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and working in tiring and uncomfortable positions;
Ability to operate a motor vehicle;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Four years of experience in warehouse operations.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: December 22, 1992