

| PROVO CITY CLASSIFICATION SPECIFICATION | |
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| Title: Warehouse Equipment Operator | Job Code: 1024 |
| Date: October 22, 2024 | EEO Code: SC |
| FLSA Designation: Non-Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is senior-level warehouse operations work performing advanced warehouse duties and operating a variety of heavy equipment related to warehouse yard duties.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Warehouse Supervisor and perform all tasks under general direction. This work is distinguished from lower-level warehouse work by its responsibility for full inventory control, records management, accounting tasks, and skilled heavy equipment operation.

ESSENTIAL DUTIES: Maintain records, reports, work orders, and documentation relating to facility operations, the flow of materials, and/or retention, maintenance, and service schedules; order, receive, catalog, maintain, and distribute stock items in an orderly and logical manner, including equipment, tools, parts, materials, and other expendable supplies at a designated facility; input information into databases using job-related software programs; send materials for repairs; drive to vendor locations to pick up and return parts and supplies; maintain storage area including cleaning, building shelves, and managing space.

Maintain inventory balances and arrange for purchases of materials, equipment, and supplies as needed; solicit and record cost quotations and average pricing for various items; prepare various records and reports concerning price comparisons and make purchasing recommendations; confer with sales representatives, agencies, and vendors about new stock items, product information, vendor performance, and to correct problems; deliver parts to job sites; assist in warehouse financial reporting regarding issuances, month-end reporting, regular cycle counting, p-card purchases, and all other purchases.

Safely operate a variety of heavy equipment and vehicles including front-end loaders, boom trucks, pickups, power saws, telehandlers, forklifts, line trucks, and other job-related machines; inspect and perform preventive maintenance on equipment; perform general mechanical repairs of trucks and department equipment, including welding, lubrication, parts replacement, equipment testing, tire repair and electrical systems repair.

Interact with various groups, outside agencies, and departments; coordinate efforts between groups and issue bills to City departments for materials used and/or services provided; maintain accurate requisition, work order, and inventory control system regarding materials usage and/or provided services; answer phones; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 3 years of experience in the safe and skilled operation of applicable heavy equipment. Warehouse experience preferred.

License(s)/Certification(s): A valid, lawful Driver License is required. A valid, lawful Class A Commercial Driver License (CDL) and a Forklift Certification are required within 6 months of hire.

SELECTION FACTORS: *Knowledge of:* policies and procedures established for the work

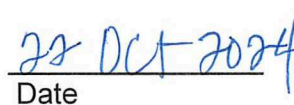
system; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; techniques and procedures relating to purchasing, cost analysis, work orders, requisitions, scheduling, record keeping, and inventory control; appropriate job-related equipment, vehicles, and tools; general mechanical repairs on vehicles and equipment; safety and PPE use. **Skill in:** maintaining accurate records; operating various office equipment including computers and job-related software; performing data entry into computerized database; safely operating and maintaining heavy, specialized equipment and vehicles; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with coworkers and superiors; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform routine mathematical calculations quickly and accurately; understand and follow verbal and written instructions.

TOOLS AND EQUIPMENT USED: Requires using front-end loaders, boom trucks, pickups, power saws, telehandlers, line trucks, hand tools, generators, drills, scales, hoists, jack trucks, forklifts, barcode label machines and scanners, radio frequency handheld communication equipment, 10-key calculator, protective safety equipment (PPE), and basic office equipment including telephones, computers, printers, and job-related software.

PHYSICAL DEMANDS: Requires sufficient physical strength and agility to regularly walk, stand, reach, stoop, bend, carry items, load items, lift heavy weights up to 90 lbs., climb ladders, scaffolding, ramps, poles, and similar equipment, and use tools or equipment requiring a high degree of dexterity.

ENVIRONMENTAL FACTORS: Requires regularly working inside and outside with recurring exposure to dust, dirt, inclement weather, loud noises, and possible bodily injury from falling items and the moving mechanical parts of machinery, equipment, and/or tools. May occasionally include exposure to high-stress situations or environments. *On call or after-hours work may be required. Schedule may occasionally require extended hours outside of normal shift work.*


 Mayor/Chief Administrative Officer


 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.