



## CITY OF BANNING Employment Opportunity

### **WAREHOUSE SERVICES SPECIALIST**

**Job Code: 4450 /Range:45 /Non-Exempt**

#### Salary Range

| <u>Minimum</u> | <u>Midpoint</u> | <u>Maximum</u> |
|----------------|-----------------|----------------|
| \$31,747       | \$37,350        | \$42,952       |

### **RECRUITMENT INFORMATION**

Open to fill a vacancy. A completed city application is required and must be returned to the Human Resource Department. Closing date: 10/07/2005. Apply to the City of Banning, Human Resource Department, 99 E. Ramsey St., P.O. Box 998, Banning, CA, 92220, Job Line: (951) 922-3108. Website: [www.ci.banning.ca.us](http://www.ci.banning.ca.us). Following review of all submitted applications, those candidates whose qualifications best meet the minimum qualification will be invited to participate in the selection process. The volume of applications received is considerable, therefore, we will not respond to telephone requests regarding application status. We will provide written acknowledgement of receipt to all applicants. **PLEASE NOTE THAT ONLY HUMAN RESOURCES IS AUTHORIZED TO MAKE JOB OFFERS.**

**JOB DEFINITION:** Under general supervision, performs a full array of warehousing duties including the responsibility for receiving, storage and issuance of material for City Departments, including materials and supplies necessary for the construction, operation, and maintenance of utilities and other City facilities. The position is the journey level class responsible for City warehouse operations and services, but is distinguished from the classification of Electric Utility Director which has overall responsibility of the warehouse operation.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Receive, examine for quality, organize and maintain parts, materials, equipment, services and supplies for the Warehouse Division according to established policies. Maintain records showing current information on completed purchases, status of purchases and sources of supply. Maintains operational knowledge of City departments and vendors, including relative prices, specifications, standardized needs, availability, ordering and storing; makes recommendations for purchases of equipment and supplies. Arrange and maintain warehouse and storage yard layout in clean, safe, orderly and professional manner. Issue parts, supplies and equipment as requested; post parts information from shop work orders; review and recommend for payment all invoices for materials or services for the Warehouse Division; Coordinate with Purchasing Manager to handle competitive bidding process; prepare forms and specifications; files, copies and input requisitions for purchase and coordinate hazardous material disposition with Purchasing Manager; Maintains and monitors inventory and receiving procedures.

Performs other duties as assigned or required.

### **KNOWLEDGE and SKILLS:**

- Principles and practices used in public agency purchasing and inventory control.
- Principles and practices used warehouse receiving, maintenance and recordkeeping.
- Types of supplies, materials and equipment commonly used by maintenance, electric and water utility divisions.
- Modern office practices, methods, and computer equipment and software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the area of warehousing.

Understand the organization and operation of the Warehouse Division.  
Evaluate quality and price of products to judge suitability of goods and alternatives offered.  
Assist in the development and implementation of warehousing, receiving, storage, and issuance procedures.  
Prepare and maintain detailed and accurate general and financial records.  
Prepare clear and concise reports.  
Perform mathematical calculations quickly and accurately.  
Respond to requests and inquiries for information.  
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.  
Assess and prioritize multiple tasks, projects and/or demands  
Work within deadlines to complete projects and assignments.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of warehouse, procurement or inventory control experience. A typical way of obtaining the required qualifications is to possess the equivalent of two years of warehouse experience involving a variety of stock or the performance of related work, including at least one year of supervisory experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a Forklift Certification and Class "C" California driver license. May be required to lift and/or carry heavy, bulky supplies, materials, equipment and/or items weighing up to 40 pounds. It is critical that the individual in this position meet established customer service objectives and provide staff leadership in customer service to technicians and administrative support, other city employees and consultants.

A detailed copy of the job description is available on our web site at [www.ci.banning.ca.us](http://www.ci.banning.ca.us), under City Department, Human Resource Department, Classification Plan.

**THE CITY OF BANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES. THE CITY OF BANNING COMPLIES WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT WITH RESPECT TO HIRING AND ANY OTHER TERM OF EMPLOYMENT. PROSPECTIVE CANDIDATES FOR THE POSITION MAY BE REQUIRED TO SHOW HOW THEY WILL PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN A SAFE MANNER. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

## EMPLOYEE INFORMATION AND BENEFITS

### THE CITY OF BANNING

Beautifully located in the San Gorgonio Pass between the two highest mountain peaks in Southern California, the City of Banning, "Stagecoach Town U.S.A.", is only minutes away from many desert and mountain resorts. Incorporated February 6, 1913, Banning is a full service General Law City operating its own water and electric utilities as well as a municipal bus service. Banning is governed by five councilmembers elected at large. The City Manager is the Chief Administrative Officer and is appointed by the City Council. Banning provides full education facilities including two major universities and several junior colleges in the area. The City is experiencing steady population growth and the major industries produce electronic components, apparel, plastics, recreation vehicles, mobile home components, chemicals and metal products. Recreation opportunities are abundant. Nearby areas offer golfing, fishing, hiking and equestrian trails. Boasting a national award winning swimming complex. Banning has four parks as well as a play house bowl. With a population of 26,000, City functions are operated by seven major departments with at least one or more divisions in each.

## EMPLOYEE INFORMATION AND BENEFITS

**APPLICATIONS:** Applications must be thoroughly completed. Post-marked or facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a city application form. All information on the application is subject to investigation and verification. Applicants may be subject to a background investigation.

**MEDICAL REQUIREMENTS:** Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at city expense and conducted by a physician designated by the city.

**FINGERPRINTING/SOCIAL SECURITY NO:** Applicants who are hired will be fingerprinted during the processing period. All fingerprints are verified with the Department of Justice. All employees must furnish a Social Security Number. Employees who cannot resolve identification problems with the Social Security Administration will not be able to complete the probationary requirement.

**PROBATION PERIOD:** Employees must serve a probationary period prior to obtaining regular status.

**EMPLOYMENT EXPENSES:** Applicants are responsible for any personal expenses incurred during the selection and hiring process.

**IMMIGRATION REFORM & CONTROL ACT OF 1986:** All new employees must verify identity and entitlement to work in the United States by providing required documentation.

**NEPOTISM POLICY:** Recruitment shall be conducted consistent with the city's nepotism policy.

**RETIREMENT:** City pays 7% of the 8% employee rate (employee pays 1%) for retirement to the Public Employee's Retirement System (PERS), 2.5% @ 55 full formula and one year final compensation. City participates in Social Security.

**CAFETERIA PLAN:** The city contributes \$5,625 per fiscal year to each employee for health insurance, dental, vision, life or a deferred compensation program.

**DISABILITY INSURANCE:** Employees pay for a short/long term disability plan with a 30-day elimination period.

**HOLIDAYS:** City employees receive eleven (11) paid holidays per year. **VACATION/SICK/BEREAVEMENT LEAVE:** After completion of probation period: Ten (10) days annual vacation, additional vacation after five (5) years up to a maximum of twenty (20) days. Twelve (12) days of sick leave per year. Three (3) days of bereavement leave for immediate family.

**COMPUTER LOAN PROGRAM:** Interest free loan program for the purchase of a computer available, after completion of probationary period.

**DIRECT DEPOSIT:** The City has a mandatory policy for all employees of direct deposit of payroll checks.

Only those candidates whose qualifications best meet the City's needs  
will be invited to participate in the selection process.