

The University of Texas at San Antonio

Job Description

Job Title: Warehouse Worker II
Code: 16472
Salary Grade: 52
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/division
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform stock-keeping and clerical work receiving, storing, and issuing widely diversified supplies in several warehouses or storerooms.
- Scope: Responsible for the loading/unloading of incoming/outgoing, storage, issuance, delivery, and inventory of supplies and equipment.

Duties

- Typical:
 1. Responsible for receiving, inspecting, and delivering incoming freight, priority/ground shipments, and supplies; checking merchandise against vendor paperwork; processing outgoing priority/ground packages; operating all types of warehouse equipment; reports and handles problems of damaged items.
 2. Performs clerical functions including answering telephone inquires; storing, maintaining and retrieving records; creating receiving reports; and maintaining records of inventory.
 3. Responsible for properly loading and unloading items in an organized, clean, accurate and damage free manner.
 4. Maintains a clean and safe work area at all times.
 5. Takes a proactive approach to assist co-workers in loading and unloading, to ensure safety.
 6. Performs work tasks in a safe manner and in accordance with work instructions.
 7. Proactively makes recommendations to improve safety.
 8. Completes work assignments in a timely manner, while utilizing equipment and teamwork effectively.
 9. Perform other duties as assigned.
- Periodic:
 1. N/A.

Education

Required	Preferred
High School Graduation or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A
Valid Texas driver's license and meet driver rating at UTSA.	
Must be able to lift up to 40 lbs., push, and pull items with or without accommodation.	

Experience

Required	Preferred
One year of experience in receiving, storing and issuing supplies and equipment.	N/A

Equipment

Required	Possible
Ability to operate a forklift	N/A

Working Conditions

Usual	Special
Physically demanding work and heavy lifting, with or without accommodations.	N/A
Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.	
Frequently transfers hazardous chemicals to the science building and labs.	

Supervision

Received	Given
Direct supervision from immediate supervisor.	Assists in training new personnel.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215

Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.