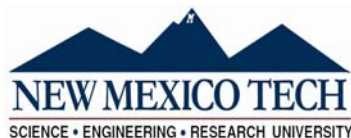


Posted: June 4, 2021



POSITION ANNOUNCEMENT

TITLE: WAREHOUSE TECHNICIAN

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH June 14, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Performs and combination of tasks to receive, store and distribute material, tools and equipment within the Facilities Management warehouse. Receives merchandise, records and maintains delivery log. Checks receivers/packing slips against items being received. Inputs receivers into School Dude Inventory and cross checks as necessary. Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, color or item number. Fills warehouse material transactions including pulling materials from shelf and logging all materials taken. Receives shipments of materials for the Institute, determines final destination of the materials and stages in the proper area. Notifies Facilities Management Departments when materials have been received. Delivers and picks up gas cylinders to and from departments and completes all necessary paperwork, performs maintenance on cylinders. Covers for Shipping and Receiving Technicians in his/her absence. Provides support to Shipping and Receiving personnel including receiving and delivering freight and other miscellaneous shipments. Participates in daily warehouse inventories as required for perpetual inventory maintenance. Covers for Warehouse Supervisor in his/her absence including supervising personnel and entering daily warehouse transactions into School Dude. Assists in training new Personnel. Cleans warehouse as required.

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Must be able to lift 70 lbs. Must be able to learn to operate a forklift within three months. Three years experience as a Facilities Management Warehouse Clerk required. Must have a valid New Mexico Driver's License.