

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Warehouse Worker</u>	
		Division and/or Subdivision <u>San Diego Unit (MVU)</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>2249 Jamacha Road El Cajon, CA 92019</u>	
		Class Title of Position <u>Warehouse Worker</u>	
		Position Number <u>541-314-6220-601</u>	
		Effective Date <u>09/01/2021</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	<p>Under supervision by the Assistant Chief of Administration, and with guidance by the Forestry Logistics Officer I (FLO-I), the Warehouse Worker performs a variety of warehouse functions including the receipt, inspection, storage, processing and issuing of assigned goods; and commute to various Division locations to pick up and deliver supplies. The Warehouse Worker will perform the following duties:</p>		
35%	*Performs a full range of warehousing activities; loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by hand or by use of powered or non-powered materials handling equipment as necessary.		
30%	*Provides service for walk-ins needing supplies. *Answers phone calls and e-mails. *Fills orders and prepares them for shipping if necessary.		
10%	*Picks up, transports, ships and delivers orders as required. *Orders supplies and maintains inventory.		
10%	*Assists in maintaining quality control and inspections of all safety gear entering and exiting the warehouse.		
10%	*Maintains a safe and clean work environment by keeping shelves, pallet area, and work stations clean by sweeping, dusting, mopping, etc. *Organizes warehouse and work area for orderliness always.		
5%	Other duties as required.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <u>Will be subject to work nights, weekends or holidays in support of emergency incidents. Will be subject to travel throughout the State of California.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	