	RPA #	C&P Analyst Approval	Date
Employee Name	**Division** Department of State Hospital		
Position No / Agency-Unit-Class-Serial	**Unit** General Services/Asset Management Unit		
Class Title Warehouse Worker (Property Warehouse)	**Location** Patton State Hospital		

Subject to Conflict of Interest	CBID	Work Week Group:	Pay Differential	Other
☐Yes ☒No	12	2	N/A	

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Performs a wide variety of duties relating to the efficient daily operation of the hospital's property warehouse under the Asset Management Unit and performs other duties as assigned.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).
75%	**ESSENTIAL FUNCTIONS** • Receives and verifies incoming State property and equipment purchased for patient care and hospital business. • Unpacks and stores property and equipment in designated storage areas by hand or utilizing a forklift or a pallet jack, ensuring compliance with State regulations. • Completes physical inventory of all stock items and maintains perpetual records. • Assesses and determines the disposition of State property in preparation for disposal, sales, or transfers. • Provides inventory and assessment disposition data to the Asset Analyst and Property Controller II to ensure timely and full compliance with State Asset Management regulations. • Assists the Property Controller II in tagging, all Non-IT Capitalized (major equipment greater than $4,999.99), high risk/sensitive, and Non-Capitalized (minor equipment) State property, while adhering to the policies and procedures of the State Administrative Manual (SAM) and the DSH Property Control Manual. • Assists in conducting monthly physical inventories of Capital assets throughout the hospital and submits data to the Asset Analyst in preparation of the 3-Year Major Inventory report. • Assists in processing daily property requests forms by reviewing for accuracy and recording data for tracking purposes • Inspects property to ensure safety and cleanliness and stages items in designated areas to facilitate efficient and timely deliveries. • Provides labor support to Motor Pool Drivers with the delivery, removal, and/or relocation of State property throughout the hospital; office moves; assembly/disassembly of furniture/equipment for hospital special events; and other hospital logistical needs. • Maintains a clean and orderly warehouse in compliance with all safety regulations.

20%	• Communicates efficiently with hospital staff and department management. • Provides timely responses to e-mails and phone inquiries. • Demonstrates strong initiative to work independently with minimal supervision. • Works collaboratively within a team environment. • Sustains excellent work habits.
5%	• Perform other duties as required and assigned by immediate supervisor and/or department management.
Required Competencies	**ABILITY TO** Perform heavy physical labor; operate material handling equipment; train and guide staff on their responsibility for safeguarding State property; analyze situations accurately and take effective action; work independently; communicate effectively with co-workers, hospital staff, and management; and follow oral and written directions. **KNOWLEDGE OF** Modern warehousing methods and practices; methods of conducting inventories maintaining inventory records; and basic computer operations. **TECHNICAL PROFICIENCY (SITE SPECIFIC)** Proper handling and storage of State property. **INFECTION CONTROL** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment. **HEALTH AND SAFETY** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. **THERAPEUTIC STRATEGY INTERVENTION (TSI)** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. **CULTURAL AWARENESS** Demonstrates awareness of multicultural issues in the workplace that enables the employee to work more effectively. **RELATIONSHIP SECURITY** Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

Other Information	**SUPERVISION RECEIVED** Under the direct supervision of the Supervisor I (Asset Manager). **SUPERVISION EXERCISED** None.
	LICENSE OR CERTIFICATION: Forklift certification. **TRAINING** The employee is required to keep current with the completion of all required training. **WORKING CONDITIONS** Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual, or when necessary, health review and TB test to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.
Acknowledgement	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature Print Name Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor Signature Print Name Date _____ Reviewing Supervisor Signature Print Name Date