

Sacramento County Office of Education Job Description

Classification Title: Senior General Services Worker

DEFINITION

Under general supervision, plans and coordinates a variety of work in the operations of the warehouse and mail room, including the delivery and set-up of equipment/furniture; performs lead functions; maintains an orderly and safe work environment; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior General Services Worker differs from the General Services Worker in the level of responsibility. At the senior level, the incumbent may provide direction, establish priorities, assign tasks, and monitor the work of other department staff.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator.

SUPERVISION OVER

None, however may provide direction and monitor work of various site staff.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Receiving/Inventory

Receives, unloads, and checks shipments delivered for conformity to purchase order specifications; notes and reports shortages, damages, and other discrepancies; participates in activities necessary for monitoring fixed asset inventories; prepares recommendations for reorder of supplies; maintains and compiles reports and statistical records; enters and retrieves purchase orders and receiving data; coordinates inventory relocation as it relates to moves; coordinates servicing and routine maintenance of equipment; maintains safety standards.

Distribution/Delivery/Relocation

Coordinates, prepares, and processes all incoming/outgoing mail; prioritizes workload; schedules, routes, and makes routine and special deliveries; operates postage meter and trains staff in the use of the postage meter to calculate postage charges and imprint mail; follows U.S. Postal Service (USPS), United Parcel Service (UPS), and Federal Express (FedEx) rules and regulations; informs staff of any mailing or shipping changes including rate changes and new rules and procedures; coordinates parcel pickup with freight vendors; operates delivery vehicles; schedules routine servicing of county vehicles and maintains service records; operates a pallet jack and forklift, and trains staff in the use of a pallet jack and forklift to load, unload, and move inventory; coordinates the packing, unpacking, assembling, moving, and arranging of furniture, and other equipment.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience necessary to perform the duties and responsibilities as described, including responsible job-related experience in delivery driving and material management such as shipping, receiving, inventory, and storage; forklift certification or willingness and ability to obtain certification within first six months of employment.

Knowledge of

Knowledge of material management terminology, procedures, and practices related to receiving, inspecting, storing, inventory control, cycle counts, and issuance of materials and supplies; standard

software applications; interpersonal skills necessary to work cooperatively and effectively with a variety of customers; proper freight loading and unloading; safety practices and procedures; proper lifting techniques.

Skill and Ability to

Maintain accurate records; keep materials orderly; train and lead employees; work independently, plan and schedule workloads; prioritize and coordinate work schedules; communicate effectively in both oral and written form; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; prepare reports and evaluate appropriate data; operate a pallet jack, forklift, and freight handling equipment and tools; safely operate warehouse equipment and vehicles; read and understand street maps, service requests, purchase orders, inventory lists, and related reports; analyze and assign value to fixed assets; conduct on-site audit of equipment and compare results; interpret and apply postal regulations and rate structure; perform basic math calculations; operate a computer to enter and retrieve data; lift and carry boxes, equipment, and materials.

Other Characteristics

Possession of a valid California driver's license; willingness to work outside (if necessary) in inclement weather.

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