



T U L S A

PUBLIC SCHOOLS

Job Title: Warehouse Specialist V

Department: Warehouse
Reports To: Warehouse Manager
Grade: CA-09
Number of Days: 12 Months
Security Access: None
Current Date: October 6, 2014
Overtime Status: Non-Exempt

Position Summary: Fill delivery orders, load truck and deliver goods with a positive attitude.

Minimum Qualifications:

- CDL class b driver's license within 45 days of employment

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Drive trucks of all sizes.
- Clean and maintain delivery trucks.
- Unload and place item in TPS sites.
- Load and unload trucks.
- Assemble orders for delivery.
- Process paperwork as required.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to read and write well.
- High school diploma or equivalent.
- Logical reasoning ability
- Cooperative and customer attitude.
- Operate fork lift and pallet jack

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Warehouse environment.
- Inclement weather.
- Be on feet all day.

- Repetitive lifting, stooping and climbing.

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