

Facilities Warehouse Utility Worker

Position Details

Class Code: 7202

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs various unskilled tasks and assignments in a warehouse and delivery environment.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates Clark County School District vehicles for pickup and delivery to and from vendors and various District locations.
2. Follows a daily delivery schedule for supplies and materials.
3. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage areas.
4. Fulfills orders by pulling materials from shelves, packing boxes, and placing orders in delivery truck or van.
5. Loads and unloads parts and materials (with or without material-handling equipment) that frequently weigh 25-50 pounds and occasionally more.
6. Delivers and picks up mail, parts, materials and supplies from worksites throughout the District and from local vendors.
7. Follows the District purchasing card processes.

8. Assists with basic warehousing transactions in inventory management software.
 9. May perform general manual labor.
 10. Obtains necessary tools, equipment, and materials, as needed.
 11. Cleans-up warehouse area as directed, which may include moving heavy parts, materials and storage units.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Picks up and delivers parts and supplies, assists with moving, loading, and unloading parts and materials, and performs general manual labor.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn the practice and procedures of a maintenance, repair, and operations warehouse.
 2. Ability to learn and apply established procedures.
 3. Ability to perform strenuous physical work.
 4. Ability to operate material-handling equipment.
 5. Ability to lift at least 70 pounds.
 6. Ability to learn District purchasing card procedures.
 7. Ability to learn job-specific computer software applications.
 8. Ability to do minor arithmetical computations.
 9. Ability to read and interpret written and verbal instructions.
 10. Ability to relate well with employees and public.
 11. Ability to recognize hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).

Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Forklift qualification card from the Clark County School District. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 4. District-issued forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Travel to and from Clark County School District facilities and schools.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent stretching, bending, pushing, pulling, lifting, climbing, stretching and carrying heavy items in a warehouse environment. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical warehouse setting and make deliveries including loading and unloading. Stamina to switch between warehouse environment and delivery vehicle, with use of standard warehouse equipment (i.e., forklift, hand truck, etc.). Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Warehouse setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Warehouse inventory, loading/unloading equipment, vehicles, communicable diseases, chemicals and fumes (as related to specific assignment), and motorized and/or hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, forklift, hand truck, pallet jack, various computers, printers, copy machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/03/23
- Created: 05/18/22