



JOB TITLE	DEPARTMENT	REPORTS TO
Warehouseman I	Custodial Services	Area Manager/Coordinator of Custodial Services

Position No: 77627	Length of Work Year: 12 Months
Salary Schedule: CWF	Date Approved: 6/10/97
FSLA: Non-exempt	Date Revised: 8/26/97; 4/18/17; 5/30/18

JOB GOAL
To supply schools with needed materials from the warehouse stock in a timely fashion.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. Valid Florida CDL-B/Airbrake license.
3. Verified good driving record.
4. Ability to follow written and oral instructions.
5. Ability to perform the functions of the position.
6. Is physically capable of performing duties as determined by physical examination by Board approved physician.
7. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To assist in unloading, documentation and inspection of freight arriving into Stores and Distribution.
2. To assist in storing and placement of items into inventory according to established procedures.
3. To assist in processing and delivery of requisitioned items to schools or department. Responsible for authorized signature and documentation of deliveries to school or department.
4. To assist in new equipment receiving and delivery
5. To assist with surplus equipment storage and disposal
6. To assist in maintaining the department in an orderly and clean manner.
7. To perform assigned tasks in a timely and efficient manner.
8. To perform assigned tasks with a high standard of quality.
9. To assist or perform other duties as assigned by supervisor or designee.

PHYSICAL DEMAND CLASS:

Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds. Infrequent lifting and carrying of objects weighing in excess of 100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional 'walking at a fast pace and/or running may be required.

For the Position of: **WAREHOUSEMAN I**
PDC Test Level: HEAVY

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting/Handling Sandbags, Larger Stock

Equipment Used: NIOSH box weighted to 52 lbs., shelf at 48-inch height

Description of Task Simulation 1:

Candidate will demonstrate the ability to lift the 52 lb. box from the floor to carry it for 10-feet to place it on the 48-inch height shelf to return it to the starting point. This is to be done for two (2) repetitions.

Job Specific Task II

Task simulated: Lifting/Carrying/Sorting Items

Equipment Used: 3 boxes, weighted to 10, 20, and 35 lbs., shelves at 6, 36, and 48-inch heights

Description of Task Simulation 2:

Candidate will demonstrate the ability to lift each box from the 6-inch shelf, carry it for 10-feet to then place it on the 36-inch shelf, then the 48-inch shelf to then return it to the start point. This is to be done for three (3) repetitions for each of the 3 weighted boxes.

****NOTE: Candidate may use stepstool or ladder if needed for shelf access**

Job Specific Task III

Task Simulated: Push/Pull of loaded pallets

Equipment Used: Sled weighted for 60 lbs. /force or Force gauge

Description of Task Simulation 3:

Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 25-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 60 lbs. for pushing and pulling for 1 repetition for each direction.

Job Specific Task IV

Task Simulated: Climbing

Equipment Used: Stepladder

Description of Task Simulation 4:

Using available handholds, the candidate will demonstrate ability to climb up/down from the floor directly to the 2nd rung, avoiding the first. This will be done for three (3) repetitions.