

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-6220-906	CBID S12
CLASS TITLE Emergency Warehouse Worker	WORKING TITLE Emergency Warehouse Worker	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under supervision of the Program Manager I, the Warehouse Worker performs the various general warehouse duties such as receiving, shipping, storing, issuing and conducting inventory of materials in accordance with the Emergency Medical Services Authority (EMSA) warehouse shipping and receiving policies and practices.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	• Documents annual inventory by physically counting all medical supply inventory, reorganizing warehouse areas for more efficient or necessary storage, and developing load plans for ready deployment of disaster supplies in order to improve warehouse operations and to ensure adequate stock levels are maintained.
25%	• Operates warehouse equipment such as a forklift, clamp forklifts, manual and electric pallet jacks and hand carts to load or unload trucks and move materials within the warehouse by applying applicable laws and regulations to ensure proper size, weight limitations and safe operation of equipment are maintained in order to meet deadlines and provide materials to staff and customers.
20%	• Maintains equipment including generators, lighting equipment, and other disaster-related response equipment by troubleshooting and correcting minor machinery issues and performing regular maintenance checks in order to ensure equipment is in a state of readiness and functioning properly.
15%	• Receives all incoming freight shipments of various sizes and materials from trucks, parcel post, United Parcel Service (UPS), Golden State overnight (GSO) and other methods on a weekly basis utilizing powered and non-powered equipment to unpack and palletize or re-palletize material for storage and cross-checking document listings with purchase orders to ensure the material order is

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PERCENTAGE	DESCRIPTION
	correct in order to have materials available.
5%	• Maintains a neat and orderly work area by sweeping floors, manually breaking-down cardboard storage boxes, disposing of wrapper debris and cardboard in trash cans or destruction bins, and keeping floors and aisles clean and free from empty pallets and cartons in order to provide a safe work environment in accordance with safety policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	• Assists in the warehouse organization in order to support the warehouse function and EMSA's mission.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Requires working in a large, dusty industrial facility with noisy surroundings. Requires working in an environment that fluctuates in temperature. Hearing protection is provided. Requires standing, walking, climbing, pulling, bending, and stooping while performing the duties of the position; work requires heavy physical work; heavy lifting, moving, pushing, or pulling required of objects up to 50 pounds. Requires adhering to health and safety protocols. Driver maintains a valid class "C" license and expected to drive vehicles/industrial equipment safely.

SPECIAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED