

DUTY STATEMENT

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| Employee Name: | |
| Classification: Warehouse Worker | Position Number: 312-714-6220-906 |
| Working Title: Warehouse Worker | Work Location: |
| Collective Bargaining Unit: S12 | Tenure/Time Base: Emergency Appointment |
| Center/Office/Division: Emergency Medical Services Authority/ Disaster Medical Services Division | Branch/Section/Unit: |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

This position requires the incumbent to work irregular work hours (7 days a week, up to 12-hour shifts) and have the ability to accept a 14-consecutive-day deployment with the potential to decrease or extend (this means all personal appointments should be cleared before accepting an assignment); communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Ability to work in the field in austere living conditions such as base camp style (or similar) housing/lodging to aid in emergency response and recovery activities and have the ability to self-sustain for the first 24 to 72 hours.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

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.

Under general supervision of the manager/authorized personnel, the Warehouse Worker performs the various general warehouse duties such as receiving, shipping, storing, issuing and conducting inventory of materials in accordance with the (EMSA) warehouse shipping and receiving policies and practices.

Special Requirements

- ☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☒ Travel: Travel statewide for extended periods of time and on short notice.
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
☒ Other: Position requires items of 25 pounds or more to be transported.

Essential Functions (including percentage of time)

- 30% As directed by the manager/authorized personnel, documents inventory by physically counting all medical supply inventory, reorganizing warehouse areas for more efficient or necessary storage, and developing load plans for deployment of disaster supplies utilizing EMSA's standard protocols and equipment to improve warehouse operations, and to ensure adequate stock levels are maintained for efficient response.
- 25% As directed by the manager/authorized personnel, 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 efficiently and safely to customers.
- 25% As directed by the manager/authorized personnel, ensures equipment including generators, lighting equipment, and other disaster-related response equipment is in working condition when shipped and received utilizing EMSA's standard protocols and guidelines to ensure equipment is ready for mobilization and assists in the organization of the warehouse to support EMSA's disaster response mission.
- 15% As directed by the manager/authorized personnel, 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 by utilizing powered and non-powered equipment to unpack and palletize or re-palletize material for storage and cross-checking document listings with purchase orders following EMSA's standard protocol and guidelines to ensure the order is correct, to ensure materials are available for response.

Marginal Functions (including percentage of time)

- 5% As directed by the manager/authorized personnel, 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.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: _____ Date _____

Employee's Name: _____ Date _____

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

HRD Use Only:
Approved By: _____ Date _____