

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 008120
Grade 13
FLSA: N**

WAREHOUSE EQUIPMENT OPERATOR

DEFINITION OF CLASS:

This is skilled equipment operation work operating order selector trucks, fork lifts, squeezer and slip sheet machines to load/unload merchandise and move large quantities of liquor, wine and beer into and throughout a warehouse, and to obtain stock from high storage areas of a warehouse. Contacts are primarily with Department personnel in order to receive assignments or provide information. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class is involved in the safe and efficient use of industrial-type platform-bed fork lift trucks to unload shipments of alcoholic beverages from trucks and rail cars, and to move stock from and to different locations within the warehouse including storage areas and assembly points and performing driver/operator preventive maintenance tasks. The employee uses "pick lists" to fill customer orders, assists in checking shipments by counting stacks on pallets, conducts periodic inventories in the warehouse and notes shortages, records stock location in the computerized locator system, recommends relocation of items for more efficient storage, and performs general warehouse duties as required. Work is performed under general supervision and is subject to inspection while in progress and upon completion for production as well as observance of safety precautions. The employee follows standard guidelines, referring all deviations to the supervisor. The complexity of the work involves operating equipment at heights up to 30 feet in filling customer orders and rotating stock necessary to accomplish the work in the safest and most efficient manner. Work effort contributes to the safe and timely handling and delivery of merchandise. The work is routine and occasionally requires heavy physical effort to move by lifting, pushing, or rolling objects weighing over 100 pounds. Employees work in tiring and uncomfortable positions for long periods, and must continuously bend, reach, stretch, lift, stoop, climb and crouch often on top of, in, and around other equipment in cramped and awkward positions. The work is performed in a warehouse environment where loud noises, vibrations, dust, dirt and grease are the norm. Hazards of the work exist in working at heights up to 30 feet, exposure to moving parts of equipment, falling cases of beer, wine and liquor, and broken glass resulting in considerable risk to the employee.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operates "order selector" truck and fork lift to locate and retrieve merchandise, loads trucks, and unloads rail cars and trailer trucks at warehouse by moving merchandise to designated areas.
- Manually stacks unloaded merchandise as necessary and manually replaces stock that has been returned from delivery runs.
- Fills warehouse orders by picking merchandise and transporting to assembly points; replenishes the picking lines.
- Updates the master case location file; maintains list of high turnover items and recommends movement to other areas to improve warehouse efficiency.
- Takes warehouse inventory; recommends replenishment of stocks or relocation of same within the warehouse.

- Performs routine maintenance on various types of fork lift equipment (e.g., checks fluid levels, battery condition, fan belts, tire pressure, and transmission operation) and reports repair problems.
- Performs general warehousing and housekeeping duties as assigned.
- Verifies shipments to ensure that the cargo manifest is accurate.
- Occasionally operates a truck to deliver merchandise.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation of fork lifts and order selector vehicles, including occupational hazards and safety precautions associated with both.
- Knowledge of the methods used to rotate stocks and load/unload railroad cars and trucks.
- Ability to perform minor mechanical preventive maintenance on various types of fork lift equipment.
- Ability to understand and follow verbal and written instructions.
- Individuals must have attained minimum age required by State law to handle alcoholic beverages.

MINIMUM QUALIFICATIONS:

Experience: One (1) year experience in general warehouse operations, including some experience in operating various types of equipment such as a fork lift.

Education: Ability to read and write in English.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to occasionally hand move by lifting, pushing, or rolling single objects weighing up to a maximum of 165 pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

AGE:

- Individuals appointed to this position must be at least 18 years of age on the date of appointment, as required by State law to handle alcoholic beverages.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with Drug Screen.

Class Established: February 1978

Revised: September 1985

March 1986

Classification Study: June, 1993(M)

July 1996

Classification Study: August 2005 (M)

August 2013

October 2014

Medical Protocol per OMS Review: August 2022