

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

**Code No. 008118
Grade 9**

WAREHOUSE WORKER

DEFINITION OF CLASS:

This is unskilled manual labor involving filling orders of liquor/wine for shipments, loading and unloading trucks, and performing general warehouse duties. Contacts are generally limited to employees in the same work unit to provide information and receive assignments. While this class of work may include occasional conversations with citizens, it does not require an employee to provide direct public service and assistance on a sustained basis and it is incidental to the primary focus of the work performed.

An employee in this class is part of a crew responsible for pulling and filling orders of liquor/wine for shipments and loading/unloading trucks. The work includes locating and retrieving those materials from the warehouse necessary to complete orders. Employees use hand carts, pallet jacks, and (occasionally) small fork lifts to load or unload merchandise and perform general labor and housekeeping duties. The employee follows specific, detailed guidelines, referring all deviations to the supervisor. Employees work under immediate supervision of a supervisor or higher graded employee. The work consists of tasks that are clear cut and the employee's effectiveness facilitates the work of the warehouse operations. Work is performed in a warehouse environment where the employee is exposed to dust, grease, wet floors, exhaust fumes and involves some risks working within close proximity to moving equipment such as fork lifts or moving tracks. Heavy physical effort is used in recurring lifting, pushing, bending and pulling cases of beer, liquor and wine and kegs of beer weighing up to one hundred-sixty (160) pounds. Overtime is required during peak seasons.

EXAMPLES OF DUTIES: (Illustrative Only)

- Loads/unloads alcoholic beverages from or in trucks according to stops to ensure efficient delivery of merchandise.
- Fills orders by locating and transporting cases of merchandise to designated places in warehouse, using hand trucks or carts; moves loaded pallets using electric hand jacks.
- Assembles damaged cases for repacking; records breakage and places broken or non-saleable merchandise in secured area of warehouse.
- Performs general cleanup duties in warehouse, sweeping up debris, waste, and broken merchandise.
- Occasionally operates a forklift to retrieve cases of liquor for orders.
- May take physical inventory.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to count, tally, and record information.
- Ability to follow verbal and written instructions.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write in English.

Equivalency: None.

Physical Ability: Ability to independently move objects weighing up to 160 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 when/if required for job-related duties.

AGE:

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

PROBATIONARY PERIOD:

Individuals appointed 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.

Class Established: September, 1993

Revised: June, 1994

Classification Study: August 2005 (M)

January, 2012

August, 2013

April, 2015