



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

WAREHOUSE TECHNICIAN

The Central Arizona Fire and Medical Authority (CAFMA)
is now accepting applications for the position of
Warehouse Technician.

Starting Wage Range:
\$17.55/hr. to \$26.51/hr. DOE

WORK PERFORMANCE SUMMARY: Under the direction of the Warehouse Manager, the Warehouse Technician performs a variety of routine warehouse duties. Duties include performing the processes of receiving goods, assisting with inventory management, filling and delivering orders, and tracking inventory utilizing software. Forklift experience is desired. The Warehouse Technician must be courteous, possess great internal and external customer service skills, and demonstrate effective oral and written communication skills.

The successful candidate must possess basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel and Outlook, be familiar with a variety of warehouse field concepts, practices, and procedures, have general knowledge of inventory record keeping and inventory practices, as well as the ability to work independently.

This is a forty hour per week non-exempt position, with the typical work week consisting of four 10-hour work days, scheduled Monday through Thursday. This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security. CAFMA provides a subsidy to assist with the mandatory ASRS contribution, which is included in the wage listed above.

To be considered for this position a completed application must be submitted through our website. Only complete applications will be considered. Resumes will not be accepted in lieu of a completed application.

Candidates can expect the testing process to consist of a skills test, followed by an oral interview. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Please apply through our website, at <https://www.cazfire.org/join-us/> Applications will only be accepted via our website. For questions or assistance with the application, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

8603 E Eastridge Dr. ▪ Prescott Valley, Arizona 86314
Phone: (928) 772-7711 ▪ www.cazfire.org



PJ6002 Job Description: Warehouse Technician I

Created/Revised: 8-21-12 / 6-16-15

Reviewed: 6-16-15

Division: Planning and Logistics
Reports To: Warehouse Manager
FLSA Status: Nonexempt
Salary Level: Warehouse-Range 3
Classification: Uniform or Civilian

SUMMARY Under supervision of the Warehouse Manager, receives, unpacks, checks, and stores materials. Fills requisitions and makes deliveries. May operate fork lift. Performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform the processes of receiving goods, assets, and inventory at the warehouse.
- Fill and deliver orders.
- Understand the electronic record keeping process for inventory.
- Ensure compliance with Federal, State, and Local material handling, shipping, and receiving requirements.
- Provide input as requested by the Warehouse Manager for annual budget development for the warehouse.
- Maintain OSHA safety processes for self.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.
- Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The job involves considerable contact with others, both inside and outside the District, as they perform a wide variety of duties and responsibilities. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiar with a variety of the warehouse field concepts, practices, and procedures.



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- Basic computer skills such as Excel, Word, and Access are required for records and planning. Skill in inventory control, OSHA standards of safety, forklift operation, and training.
- Knowledge of inventory record keeping and inventory practices. Ability to document activities and maintain records.
- Ability to work independently, as well as, establish and maintain harmonious relations with others both inside and outside the District.

EDUCATION and/or EXPERIENCE High School diploma or its equivalent with 1-2 years' experience in the field or in a related area preferred. A combination of education, training, experience, skills, and abilities will be considered. Must be able to perform essential functions.

LANGUAGE SKILLS Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively with members of the organization. Ability to communicate effectively in English, both orally and in writing.

MATHEMATICAL SKILLS Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Calculate figures and amounts such as proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

REASONING ABILITY Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess a valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.
- Obtain OSHA compliant forklift certification within two months.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; and talk, hear, taste, and smell. The member is occasionally required to sit.

The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable



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While performing the duties of this job, the member is regularly exposed to moving mechanical parts. The member is frequently exposed to high, precarious places, outside weather conditions, and vibration. The noise level in the work environment is usually moderate. Also requires occasional exposure to adverse environmental conditions due to work performed in a shop environment and outdoors such as inclement weather, extreme temperatures, dim lighting, dust, noise, and all other environmental adversities that may be encountered in the performance of the essential functions. Requires manual dexterity, close attention to detail, and may require working under stress due to deadlines and other internal organizational pressures.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.