



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210
DRIVER WAREHOUSE WORKER TRAINEE	24	H	9.208

SERIES CONCEPT

Driver Warehouse Workers receive and store freight; load transporting vehicles; deliver and pick up supplies, materials, and equipment.

Receive and store freight consisting of items such as food, office furniture, and office, maintenance, janitorial, and other supplies for use by State agencies and commodity food recipients; palletize freight; unload shipments manually or use forklifts or pallet jacks; inspect freight for damage; verify quantity and description agree with the bill of lading; and move freight to a designated area of the warehouse for storage.

Prepare orders and load the delivery vehicle in preparation for shipment to consignee in accordance with established delivery schedules; review orders, pull quantity and type of stock specified, pack or palletize stock, move filled orders to staging area, load delivery vehicle in accordance with the order in which goods will be delivered; complete data entries into computer system to track and account for inventory received or disbursed; maintain overall inventory of warehouse and process required receiving paperwork.

Within a local, regional or statewide area, operate various light, medium and heavy duty transporting vehicles to deliver orders and/or pick up materials, supplies, and equipment; unload orders, load and secure items being picked up, and obtain appropriate documentation to verify delivery or receipt of goods.

Ensure transporting vehicles, forklifts and related equipment are maintained in proper working order through periodic visual inspection of the vehicle/equipment; review maintenance records; perform routine service or report service and repair requirements; and arrange for emergency repairs.

Monitor warehouse stock layout and location through visual inspection to ensure easy access, proper rotation of stock, and best utilization of space; relocate stock as necessary and may conduct periodic inventories of stock.

In a correctional setting, function as a leadworker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, equipment, and equipment specifically assigned to and used by inmate crew members.

Perform related duties as assigned.

CLASS CONCEPTS

Driver Warehouse Supervisor: Under general supervision, the incumbent has full supervisory responsibility for the warehouses managed by the Purchasing Division. Incumbents supervise lower-level Driver Warehouse Workers to include performance evaluations, work performance standards, scheduling, work assignment and

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210
DRIVER WAREHOUSE WORKER TRAINEE	24	H	9.208

Page 2 of 4

CLASS CONCEPTS (cont'd)

Driver Warehouse Supervisor: (cont'd)

review, training, and discipline; develop budget information; determine new equipment or repairs needed and prepare specifications; assess circumstances for the most efficient use of staff, time and equipment; are responsible for individual and subordinate processing of required paperwork to accurately account for orders received or disbursed; and coordinate receiving paperwork with associated State operations, facilities and institutions to ensure accurate accounting for all materials received and disbursed.

Driver Warehouse Worker II: Under general supervision, incumbents operate tractor-trailer combination vehicles which may include pulling double trailers for regional and statewide delivery and pick up of food, furniture, supplies, equipment and vehicles and perform the range of duties described in the series concept. Incumbents couple and uncouple tractor and trailer(s); inspect equipment systems and components to ensure they are safe and in proper working condition, and load and secure cargo. Combination vehicles are operated in a variety of driving conditions to include adverse weather conditions, mountainous terrain, multi-lane freeways, narrow two-lane roads, residential areas, and heavy urban traffic.

Incumbents at this level are distinguished from those at the lower level of the series based on the complexity of safely loading and operating tractor-trailer combination vehicles under a variety of driving conditions; the specialized knowledge and skills required; and the degree of independence with which they function while transporting freight statewide. This is the advanced journey level in the series.

Driver Warehouse Worker I: Under general supervision, incumbents perform the range of duties described in the series concept. Incumbents are assigned to a warehouse which serves as a distribution center for several agencies or a single institutional facility. They may supervise warehouse workers and inmates engaged in activities such as loading and unloading freight and rearranging stock by providing training, work assignment and work review. This is the journey level class in the series.

Driver Warehouse Worker Trainee: Under close supervision, incumbents learn to perform the duties described in the series concept and supervise inmates in the warehouse. In addition, incumbents receive training and gain experience required to obtain a Nevada Class B commercial driver's license. This is the trainee level in the series and incumbents may progress to the next level upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Driver Warehouse Workers are required to possess a valid commercial driver's license with appropriate endorsements at the time of appointment and as a condition of continuing employment if the vehicle to be driven on the job has a gross vehicle weight of 26,000 pounds or more.
- * Some positions require double/triple trailer endorsement, hazardous materials endorsement and/or qualifications to drive an over-length combination vehicle.
- * Driver Warehouse Supervisors and Workers may require certification to operate a forklift and/or other equipment.
- * Driver Warehouse Worker Trainees must obtain a Class B commercial driver's permit within 30 days of appointment as a condition of continuing employment.
- * Driver Warehouse Worker Trainees must obtain a Class B commercial driver's license within 6 months of appointment as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210
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Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

DRIVER WAREHOUSE SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in warehouse operations which included responsibility for loading freight, operating forklifts, and operating a Class A commercial motor vehicle to deliver supplies and equipment; **OR** one year of experience as a Driver Warehouse Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: laws and regulations pertaining to commercial vehicle operations and the trucking industry; modern trucking methods and procedures. **Ability to:** provide training and work direction; prepare and adjust work schedules based on workload and delivery requirements; assess circumstances for the most efficient use of staff, time and equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices; computer systems sufficient to track and manage inventory. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for budget preparation; coordinate, review and recommend corrective action in storeroom operations; maintain and analyze inventories; prepare budget estimates; evaluate workplace and work methods used by drivers; prepare specifications for needed equipment.

DRIVER WAREHOUSE WORKER II

EDUCATION AND EXPERIENCE: One year of commercial freight delivery experience which included responsibilities for loading freight and operating a Class A commercial motor vehicle; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: the operating procedures and operating characteristics of tractor-trailer combination vehicles; warehouse operations including proper storage and stock rotation. **Ability to:** work independently and follow through on assignments with minimal direction. **Skill in:** driving tractor-trailer combination vehicles for long distances and in a variety of driving conditions; loading and securing freight; performing required equipment maintenance and service; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Driver Warehouse Supervisor.)

DRIVER WAREHOUSE WORKER I

EDUCATION AND EXPERIENCE: One year of experience in warehouse operations which included responsibility for loading freight, operating forklifts and operating single commercial vehicles with a gross vehicle weight of 26,000 pounds or more to deliver supplies and equipment; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Ability to: read warehouse orders, inventory reports and equipment operation and service manuals; perform simple math calculations; document the condition of freight and prepare inventory reports; communicate effectively with co-workers, vendors, and staff from various agencies; lift, push and pull heavy objects frequently; establish and maintain cooperative working relationships with co-workers and other agency personnel; complete assignments within established deadlines; perform repetitive work according to set

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
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Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

DRIVER WAREHOUSE WORKER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 procedures, sequence, and pace. **Skill in:** driving light, medium and heavy duty transporting vehicles long distances and in a variety of driving conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Driver Warehouse Worker II.)

DRIVER WAREHOUSE WORKER TRAINEE

EDUCATION AND EXPERIENCE: One year of experience that included taking inventory and moving and rotating materials or merchandise in a warehouse, stockroom or retail establishment. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: basic English and math skills; operation of a motor vehicle; general vehicle maintenance. **General knowledge of:** defensive driving techniques; traffic laws and regulations; stocking and inventory procedures. **Ability to:** read, write and understand simple written materials; convey information effectively to others; perform routine work according to set procedures; understand and follow directions; read maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Driver Warehouse Worker I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>9.212</u>	<u>9.211</u>	<u>9.210</u>	<u>9.208</u>
ESTABLISHED:	3/21/97UC	7/1/91P 11/29/90PC	7/1/89P 9/27/88PC	1/24/08UC
REVISED:			7/1/89P 6/9/89-3	
REVISED:			7/1/91P 11/29/90PC	
REVISED:		1/22/93R 5/21/93UC		
REVISED:		11/26/96UC	11/26/96UC	
REVISED:		3/21/97UC	3/21/97UC	
REVISED:	7/14/99R 4/28/00UC	7/14/99R 4/28/00UC		
REVISED	6/25/04PC	6/25/04PC	6/25/04PC	
REVISED	6/25/21PC	6/25/21PC	6/25/21PC	6/25/21PC