



# Warehouse Administrator

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 720  
Supervisory: No  
Reports to: Fleet Services Supervisor

### Summary

Under general guidance and direction of the Fleet Services Supervisor, manages warehouse operations at the Utah County Fleet Services and Fuel Stations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedule, direct, coordinate, and monitor warehouse functions of the Utah County Fleet Services and Fuel Station according to existing policies and procedures; recommend changes, as needed.
2. Oversee the requests and acquisition of equipment and vehicle parts, fuel, and other materials; monitor delivery and retrieval of parts and vehicles.
3. Assist with supervising maintenance workers, Job Training and Partnership Act (JTPA) participants, and trustees assigned to the Utah County Fleet Services and Fuel Stations.
4. Maintain physical and computerized inventory of materials; enter data into the fleet software to ensure proper billing on vehicle work orders; order supplies and submit returns, as needed.
5. Contact suppliers for bids, price checks, and ordering information to ensure compliance with Utah County Purchasing Rules and Regulations.
6. Provide proper storage and disposal of hazardous materials; maintain records and documentation to ensure compliance with state and federal regulations; post appropriate signage and certification as required.
7. Maintain County fueling stations; monitor fuel and fluid levels; check internal sensors; perform leak tests; schedule annual line tightness and other system tests; monitor cathodic protection system; price and order fuel; perform annual filter changes on fuel dispensers.
8. Maintain driver, vehicle, and fuel usage records; reset card and account totals at the first of each month; assign and complete annual inventory of fuel cards.
9. Oversee the use of purchasing cards in purchasing parts and supplies; submit appropriate invoices for reconciliation.
10. Ensure appropriate interactions between vendors, Fleet Services employees, County employees, outside agencies, and the public; communicate with parties, as needed.

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Job Title: Warehouse Administrator  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
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11. Assist mechanics with vehicle maintenance and repairs; operate forklift, as needed.
12. Assist and train personnel in the use of warehouse computers, fuel station operations, and the processing of work orders and requisition forms.
13. Assist with preparation of annual Division reports, including total fuel usage and inventory levels.

### **Knowledge, Skills, and Abilities**

- Knowledge of hazardous chemical handling procedures
- Knowledge of mechanical applications
- Knowledge of warehouse procedures and practices
- Knowledge of fleet and fuel management software systems
- Skilled in word processing and basic computer programs
- Skilled in operating small hand tools and basic warehouse equipment, including forklift and front-end loader
- Skilled in data entry and maintaining computerized records
- Ability to read, write, and perform basic math calculations
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to communicate effectively verbally and in writing
- Ability to work efficiently in physically strenuous circumstances

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a partially environmentally controlled building, but work is occasionally performed outdoors in hot, cold, or inclement weather. The employee may be exposed to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, bend, crouch, talk, and hear. Specific vision abilities of this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies and objects weighing up to eighty (80) pounds. The employee frequently drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Associate degree in Business Administration or a related field.
2. Three (3) years of work experience in warehouse operations.
3. Equivalent combinations of education and experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess Forklift Operator Certification or obtain certification within the first six (6) months of employment.
2. Applicants must possess Tank Operator B certification or obtain certification within the first six (6) months of employment.
3. Applicants may be required to obtain a Fire Extinguisher Concern License issued by the State Fire Marshal within the first six (6) months of employment.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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