


Position Identification			
Position Title	Warehouse Person		
Position Replaces			
Position Level	Employee	Position Code	1276
Pay Group	Group 6	Date (last revised)	
Supervisor Title	Manager, Warehouse Operations and Logistics	Sup. Position Code	1557
Additional Requirement	Shift Work	CRC	
Division	Asset Management	Flexible Work Arrangement	On Site

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on.

Department Summary

The Warehouse is an integral part of the Supply Services department and works to safely store and maintain all parts and materials that are required to operate our busses and facilities across the province of British Columbia.

Job Overview

Reporting to the Manger of warehouse operations and logistics, the Warehouse Person is responsible for The Warehouse Worker maintains and controls a computerized inventory of materials for use by BC Transit's partners, including receiving and issuing stores material to a variety of clientele. Monitors re-order points, performs receiving, unloading, verifying and storing stock shipments from suppliers, shipping and receiving items to and from the Regional Transit Systems (RTS). Performs inventory counts and a variety of clerical duties for the warehouse function including maintaining files, preparing forms and branch transfers. Operates equipment to transport parts and barrels within the transit centre areas and operates a motor vehicle to transport items from local suppliers and to deliver parts between transit centres as required.

Key Accountabilities and Expectations

Key Accountability	Expectation
<p>Maintains and controls an inventory of parts and materials for use by BC Transit partners by:</p>	<ul style="list-style-type: none"> Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records; Receiving and issuing stores material to BC Transit partners including locating and retrieving appropriate items from storage locations, and entering the appropriate transaction into record stock usage in the JD Edwards using bar-coding equipment or computer terminal; Receiving all stock by unloading shipments of parts and supplies from motor vehicles or forklift pallets, verifying that shipments contain the correct items and that items are not damaged, and recording each shipment in the receiving register; Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with carrier or vendor to rectify damages and shortages; Placing stock items received into appropriate bins, shelves or storage areas, recording each item using bar-coding equipment and uploading the data into the JD Edwards; Routes items to applicable location (BC Transit partners) and vendors; Packs and examines outgoing shipments to ensure shipments meet specifications; May receive damaged or defective goods returned to establishment and be designated Returned- Goods Receiving Clerk; May receive unsold products returned by driver, sales route and be designated Route Returner; Maintains inventory of shipping materials and supplies; Selecting, packaging, shipping and invoicing inventory and non-inventory items to the Regional Transit Systems and vendors, recording each shipment in the shipping register; receiving all core returns from Victoria maintenance shops and the RTS, recording each return in receiving register, initiating the appropriate return or repair process, and

	<p>returning rebuilt components back into physical and system inventory;</p> <ul style="list-style-type: none"> • Maintaining warehouses and offices in a clean, tidy and organized fashion; • Performing cyclical section and year-end inventory counts to verify system inventory levels, carrying out an appropriate search to locate missing items and generating system variance reports for supervisor review as required;
Performs a variety of clerical duties for the warehouse function by:	<ul style="list-style-type: none"> • Maintaining a file of routine, standing and non-inventory purchase orders, updating catalogues and bin labels; • Processing orders and requisitions for signatures by responsible department in order to execute inventory transfer; • Operates a handcart, forklift, or pallet jack to transport parts and barrels within the transit centre areas. Creates warehouse locations for new stock items. Delivers stores material between transit centres as required, using company vehicle.
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Requires high school graduation; successful completion of the Principles of Inventory & Operations Control course through the Purchasing Management Association of Canada, or equivalent. • Valid and current Class 5 driver's license.
Experience	<ul style="list-style-type: none"> • Position requires a minimum of one year of previous related inventory control experience in a computerized environment. Related experience includes familiarity with inventory control software and following established procedures and processes to meet defined operational needs; demonstrated accuracy and attention to detail; ability to work under time constraints. A further period of up to six (6) months in the position is required to become familiar with BC Transit's Vehicle Maintenance System, specific stock items, policies and procedures.
Key job-specific competencies	<ul style="list-style-type: none"> • The position maintains and controls a computerized inventory of materials for use by BC Transit's partners, including receiving, shipping and issuing stores material to a variety of clientele; monitoring reorder points; performing receiving and unloading; verifying and storing stock shipments; performing inventory counts

and a variety of clerical tasks such as maintaining records and preparing forms. Operates equipment including forklift to transport items and operate a motor vehicle to transport items from suppliers and deliver parts between the transit distribution centres.