



IDENTIFICATION

Department	Position Title	
Infrastructure	Warehouse Technician	
Position Number	Community	Division/Region
33-0687	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Warehouse Technician assists in all aspects of the Government of the Northwest Territories (GNWT) warehouse activities to ensure effective and timely provision of warehouse services.

SCOPE

The Warehouse Technician is located at the GNWT's Central Warehouse in Yellowknife and reports to the Warehouse Technician Supervisor. This position is one of a team of five warehouse personnel who work closely together in performing all activities. The GNWT Central Warehouse is a multi-task operation providing various services to client departments, boards and agencies throughout the Northwest Territories (NWT).

The position is responsible for activities such as the management and maintenance of surplus inventory, maintenance of custodial storage, expeditor services, management and maintenance of the Revolving Fund Inventory, transfer of records to the Western Arctic Records Centre and the provision of mail services. The duties are performed in accordance with GNWT standards, legislation and practices.

RESPONSIBILITIES

1. Maintains a computerized inventory control system for surplus assets.

- Receives requests for surplus items from departments and completes surplus issue form.
- Receives report of surplus from departments and surplus items from shipper.
- Applies inventory numbering and enters items into inventory.

- Performs minor repair or cleaning to items.
- Stores or ships surplus items as required.

2. Management and maintenance of Revolving Fund Inventory.

- Maintains all related records including individual files of all forms history, artwork and specifications.
- Revises forms specifications through consultation with user and form supplier.
- Verifies that funds for purchases have been committed through consultation with user and form supplier.
- Verifies inventory periodically against computerized database.
- Performs regular inventory counts for auditing purposes.
- Resolves discrepancies in monthly and annual counts.
- Maintains current 'Stocked Items' catalogue.

3. Receives and dispatches all freight and warehouse stock materials ensuring proper storage, distribution and inventory management.

- Accepts, verifies, and inspects incoming shipments and prepares receiving documents.
- Stocks goods, prepares goods for further shipping and initiates claims for short or damaged goods.
- Allocates and maintains custodial storage space for clients and reminds them to rotate items on a regular basis.

4. Provides mail service in a timely manner, cost effective and efficient manner.

- Prepares client mail for shipping using Canada Post's Expeditor system.
- Receives, sorts and distributes all incoming mail.
- Works with clients on large mail outs to determine most economical shipping.
- Ensures timely delivery and pick up of client mail.
- Assists client with mail tracking.
- Maintains charge back accounts for users of the service and prepares quarterly statistics for these costs.

5. Processes the transfer of records in and out of the Western Arctic Records center.

- Arranges for the collection of boxes from clients and their transfer to the records center.
- Review boxes received against the authorized records transfer, notifies records technician of any discrepancies scans and shelves boxes.
- Completes records transfer checklists and updates stats.
- Uploads data onto DIIMS (Digital Integrated Information Management System) and departmental binders ensuring box status is updated.
- Sends letter acknowledging receipt of boxes, and updates box locator information to departmental records coordinators.

- Processes the physical disposition of records reviewing against the authorized disposition file and notifies records technician of any discrepancies.
- Prepares work order for disposition contractor and monitors status of work request.
- Reviews and processes request for records for retrieval.
- Monitors all retrievals and returns to storage, advising clients of outstanding retrievals.

WORKING CONDITIONS

Physical Demands

Sits at a computer for approximately 2 hours daily.

Lifts 25 to 40 pound records boxes daily, sometimes carrying them upstairs.

May be positioned awkwardly when carrying out moving functions for furniture and equipment.

Environmental Conditions

The incumbent is exposed to dust and noise in the warehouse as well as temperature extremes and exhaust fumes when trucks are loading on a daily basis.

The incumbent also works regularly in a hard hat area.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail and accuracy.
- Time management and organizational skills.
- Skilled in the operation of warehouse equipment.
- Communication skills both oral and written.
- Ability to work in a team setting.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and email applications with a focus on records management and financial information software.
- Working knowledge of mail services including shipping and handling processes.
- Basic knowledge of accepted records management theory and practice.
- Basic math skills.

Typically, the above qualifications would be attained by:

Completion of a Warehousing, Logistics, or Partsperson Certification program plus 2 years' experience in a general office environment with 1 year specific to a warehouse environment.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred