**Class Summary**

Incumbents in this classification are responsible for the operation of the transit information distribution warehouse and preparation of materials for distribution to Transit facilities.

**Distinguishing Characteristics**

This is a standalone classification. This classification is distinguished from the Inventory Specialist in that incumbents within the Warehouse Coordinator are not responsible for surplussing equipment.

**Examples of Duties**

1. Coordinate the receiving of timetables, transfers, and marketing materials into the warehouse from printing vendors.
2. Maintain accurate inventory records of stocked warehouse materials.
3. Schedule installers and van rentals and mail timetables to Metro customers in preparation for Metro service changes.
4. Inspect equipment and contact appropriate personnel if equipment requires maintenance.
5. Distribute printed materials and information to transit locations.
6. Ensure distribution locations are stocked and maintained with necessary materials.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of warehousing operations and systems

Knowledge of automated inventory control systems

Knowledge of warehousing and distribution principles and techniques

Knowledge of safe moving and lifting practices, occupational hazards, and safety requirements

Skill in verbal and written communication

Skill in providng customer service

Skill in basic mathematics

Skill in the operation of forklifts and related warehousing tools and equipment

Ability to work weekdays, nights, weekends, and holidays

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite, and automated warehousing and inventory control systems

**Education and Experience Requirements**

Any combination of experience and education that provides the knowledge, skills, and abilities to perform the essential functions of the job

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 8 |
| **Levels within same series** | None |
| **Class History** | 10/2010 – Updated description; changed format and title7/2019 – Updated content; changed format and changed title to Warehouse Coordinator |