

**Battery Park City Parks Conservancy  
POSITION DESCRIPTION**

**POSITION TITLE: Assistant Level B Warehouse  
DEPARTMENT (s): Maintenance**

**GENERAL DESCRIPTION OF DUTIES**

The position of Assistant Level B Warehouse is defined as the assisting the Level B Warehouse Lead in the coordination of Battery Park City Parks Conservancy Warehouse Management System (WMS). The primary function of BPCPC's WMS is to ensure that all requested Products are in the right Place at the right Time, in order to maintain the daily flow of BPCPC business. The Level B Warehouse Assistant may be required to work with BPCPC's Purchasing Coordinator, Department Heads and management team members, Line Staff and Vendors, in the absence of the Level B Warehouse Lead. The following description outlines the efforts required to operate the high-rise warehouse, low bay storage and requisition. The Level B Warehouse Assistant is under the direct supervision of the Level B Warehouse Lead.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined, herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- System Maintenance:
  - Assist in maintaining all SKU's (Stock-Keeping Units) utilized by the BPCPC
  - Assist in maintaining profiles for all Operators managed by the WMS
  - Assist in maintaining a list of physical product locations and running conditions for all equipment. This includes forklifts, Transtacker and delivery vehicles.
  - Assist in maintaining information regarding Purchase Orders.
- Receiving:
  - Receiving and stocking of raw materials/finished products in a timely manner
  - Assign new SKU's (Stock-Keeping Units) into the warehouse from outside vendors includes receipt, verification, and reassignment of storage location.
  - Verify Purchase Order number, Product/Material, and quantity.
  - Advise Level B Warehouse Lead if manual receipt for non-PO Product/Material's is required.
  - Resolve issues with PO, Products/Materials or quantity.
  - Assist in ensuring Products/Materials Confirm receipt in the Warehouse Management System.
  - Put away Products/Materials.
- Location Management:
  - BPCPC will operate two (2) off-site storage facilities in the interim until the new Warehouse is completed in 2009
  - The WMS operates in a fixed location system, which includes:
    - High-rise warehouse rack locations
    - Low bay storage rack locations (300 +)
    - Low bay storage floor locations (300 +)

- The Assistant Level B Warehouse will assist in the maintenance of Location Information, which includes:
  - Type of location
  - Product/Materials assigned to the location
  - Capacity for the location/Products/Materials
- Other Tasks & Responsibilities:
  - Assist with material movement inbound/outbound to the worksites.
  - Assist with picking, checking and loading products onto various BPCPC trucks.
- Use of proper protective equipment so as to be in compliance with all OSHA safety requirements.

### **QUALIFICATIONS AND EXPERIENCE**

High school Diploma or G.E.D. required. College coursework and technical training in relevant skills are highly desirable.

Forklift training certification, OSHA certification is a must.

This position requires a minimum of two years experience in warehousing logistics, and inspection functions or similar. Also, must have experience with high-rise warehouse, low bay storage systems and warehouse management system.

Must be able to lift a minimum of fifty (50) pounds.

Must have basic computer skills and must be able to use word processing and computer software such as Microsoft Word, Excel and Workplace.

Must be able to work independently and exhibit good judgment.

Must be able to interact with all levels of management and staff and have good English speaking language skills.

Bi-lingual a plus, ability to speak Spanish a plus.

Must have excellent interpersonal and organizational skills.

Valid U.S. driver's license required, CDL Preferred.

**Please send all resumes to:  
HR@batteryparkcity.org**

**Battery Park City Parks Authority is an Equal Opportunity Employer.**