

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Dock Coordinator

SERIES NO.:

1475

MAJOR AGENCIES:

Capital Square Review & Advisory Board Only

EFFECTIVE DATE:

7/29/01

SERIES PURPOSE:

The purpose of the dock coordinator occupation is to receive and distribute stock and supplies to state house personnel.

At the coordinator level, incumbents receive and distribute supplies to state house personnel.

CLASS TITLE:

Dock Coordinator

CLASS NUMBER:

14751

EFFECTIVE DATE:

7/29/01

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of inventory control or dock/warehouse/store room procedures in order to receive & distribute stock & supplies to state house personnel.

CLASS TITLE: Dock Coordinator	CLASS NUMBER: 14751	BARGAINING UNIT: 009
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EFFECTIVE DATE:
7/29/01

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & distributes stock, equipment & supplies (e.g., 5 gallon water bottles, construction equipment; maintenance equipment; uniforms; bulk food) & parcel deliveries (e.g., U.S. mail, united parcel post, airborne, fed-ex), x-rays parcel deliveries & office supplies; reviews invoices & packing slips to ensure accuracy of deliveries & office supplies, inspects stock for damage, operates equipment (e.g., lift hoist; floor jack; handcart) in order to unload stock & supplies & deliver stock & supplies appropriately.

Monitors gas tank to ensure safety; monitors re-cycled cans of paper &/or cans; monitors re-cycle Ohio containers; operates fork lift or other equipment to move or store stock or equipment; cleans & organizes dock; maintains records of lot numbers/expiration dates; rotates stock; sets up & positions trash dumpster; picks up trash; instructs assigned workers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state house dock procedures*; inventory control; safety practices associated with use & operation of dock/storeroom/warehouse related equipment*; addition; subtraction; multiplication & division. Skill in operation of dock/storeroom/warehouse equipment (e.g., lift hoist, floor jack, hand carts)*; x-ray machine*. Ability to sort items into categories according to established methods; complete routine forms; work alone on most tasks; demonstrate strength to lift up to 50 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition; subtraction; multiplication & division; 3 mos. trg. or 3 mos. exp. in inventory control. In accordance with Section 124.11 (b)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.