



WAREHOUSE TECHNICIAN

JOB OPPORTUNITY ANNOUNCEMENT

DATE:	October 11, 2022
DIVISION / DEPARTMENT	INFORMATION SYSTEMS / FACILITIES
FLSA CLASSIFICATION:	NON-EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Warehouse Technician is responsible for exterior building maintenance, operation of the warehouse, and maintaining warehouse inventory of election-related equipment, coordinating the staging and cleaning of voting equipment and supplies, maintenance, and repair of all Supervisor of Elections (SOE) vehicles.

The Warehouse Technician reports to the Assistant Director of Technical Services and supervises temporary Parking Attendants and Warehouse labor workers during election events.

SKILLS AND QUALIFICATIONS

REQUIRED:

- High School Diploma or equivalent
- Prior work experience in a warehouse environment that required maintenance-related projects, warehouse safety, and inventory
- Knowledge of state and federal safety regulations pertaining to warehouse operations
- Experience operating pallet jacks, forklifts, dollies, and scissor lift
- Flexibility to work in an environment with constantly changing demands and interruptions
- Proficiency with Microsoft Office products, including advanced knowledge of spreadsheets, database queries, and word processing, and the ability to learn new software programs
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course

PREFERRED:

- Prior experience supervising temporary workers
- Prior experience dealing with warehouse inventory

POSITION FUNCTIONS AND DUTIES

- Building maintenance such as warehouse floors, ceiling tiles, racking, docks, dock plates, and storage.
- Monitor A/C equipment and controls and adjust temperatures as needed due to changes in weather and area use.
- Assisting with the management of temporary staff/commercial vendors in the loading and unloading of election equipment.
- Assisting with the management of parking attendants and temporary warehouse staff on site.
- Oversee the cleaning and preparation of precinct equipment and supplies.
- Maintain an inventory of voting booths, precinct signs, Gaylord boxes, tables, and chairs.
- Maintain the warehouse in a neat and orderly fashion.
- Receive inventory, verify delivered goods in the warehouse, and the proper placement and storage of equipment, including paper and office supplies.
- Oversee maintenance of warehouse equipment including, but not limited to, forklifts, floor scrubbers, scissor-lift, pallet jacks, dollies, forklift chargers, and eyewash station.

- Assist staff with retrieving boxes, paper, forms, and signs upon request.
- Assist staff with the packing of voting equipment and supplies in the van.
- Setting up of tents and directional signage at all Early voting sites.
- Responsible for the delivery and pickup of election equipment for outside elections.
- Maintain the fueling and washing of vehicles.
- Responsible for upkeep of the exterior grounds, including, but not limited to landscaping, fences, drainage, signage, trees, parking lot, and exterior lighting.
- Maintain a detailed record of equipment leaving the warehouse.
- Assist Records Dept. in the retrieval and destruction of records in the warehouse.
- Manage the installation and maintenance of all facility surveillance equipment.
- Liaison to Orange County Waste Collection and Recycling.
- Liaison to Orange County Fleet for scheduling vehicle maintenance and repair.
- Collaboration with Information Technology team members, vendors, and all employees within the SOE office.
- Ability to support and perform team members' duties as needed.
- Perform all other duties as assigned

WORKING CONDITIONS

The majority of the work is performed indoors, in an expansive warehouse with multiple separate areas with loading docks. Some areas of the warehouse have elevated temperatures with exposure to dust, dirt, and noise. Some work is performed in an office with consistent temperatures or outdoors in and around the facility. This role will come into contact with cleaning chemicals. This position also travels to and performs deliveries and scheduled maintenance of vehicles. Requires communication with SOE internal staff.

This position requires full-time hours Monday through Friday, in addition to extended workdays and weekend work during election events, sometimes with little or no advanced notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: multi-line phone system, computer, tablets, scanners, printers, forklift, scissor lift, power hand tools, pallet jack, dollies, table saw, ladder, hand trucks, floor strippers, election equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reading	Carrying	Lifting (up to 50 lbs.)
Climbing	Crouching or stooping	Pushing
Stooping	Twisting	Pulling
Focus for Extending Periods		Grasping
Crawling		Reaching
Sitting		Bending
		Standing

DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections Office is on an "at-will" basis. It may be terminated at any time, with or without cause, by either the employee or employer. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of

Elections reserves the right to change, amend or revoke rates of pay, terms, and conditions of your employment and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.gov

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856