

Ministry: Education  
Branch: Learning Resources Branch  
Location: Victoria

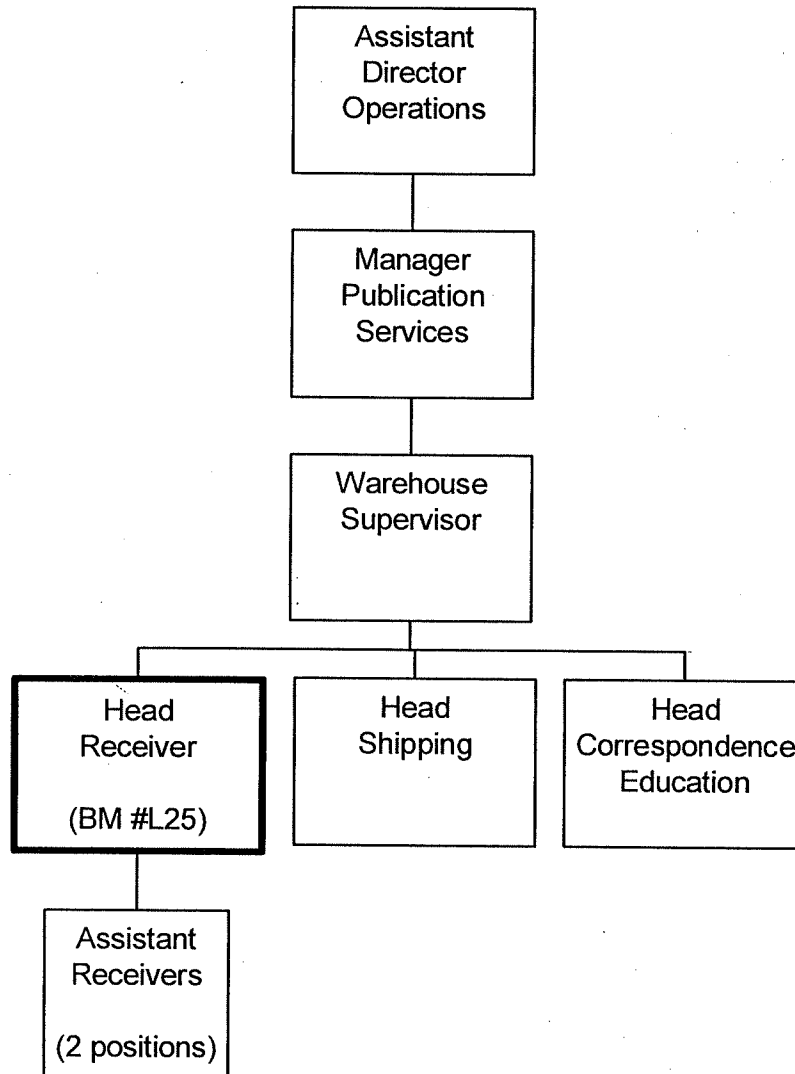
Working Title: Head Receiver  
Level: Range G4

**PRIMARY FUNCTION**

To direct the receipt and storage of educational materials into the warehouse for distribution to provincial school districts.

**JOB DUTIES AND TASKS**

1. Receives and stores educational materials into the warehouse
  - a. receives, stores and records incoming materials including coordinating the movement of shipments to designated holding areas
  - b. checks contents of shipments received and records damage; contacts freight carriers to discuss corrections in stock shipment; initiates and processes damage claims
  - c. signs carriers' waybills to acknowledge receipt of goods
  - d. completes shipment reports verifying materials received against purchase orders and submits documentation to accounts payable
  - e. directs two assistant receivers, including allocating daily priorities, assisting as leadhand, assigning, monitoring and checking work
2. Controls the movement of materials in the warehouse
  - a. ensures that goods received are put on pallets for movement to storage racks
  - b. maintains and updates stock information on computer system and enters receiving reports as required
  - c. ensures that materials move from storage racks to 'order-filling' areas in response to daily priorities
  - d. transfers materials between storage areas in the warehouse to maximize use of available space using forklift
  - e. ensures that tasks required for the receipt and distribution of materials are carried out as required
  - f. determines best utilization of warehouse based on inventory
  - g. review stock history to determine stock location and turnover rates
3. Participates in tasks related to the Ministry's Rebindery Program
  - a. receives books from Provincial school districts deemed to be in need of repair
  - b. segregates and records books by category
  - c. prepares books for delivery to firms contracted to do bindery repairs by the Resources Branch
4. Performs other related duties
  - a. participates with periodic stock taking and inventory
  - b. ensures that equipment such as forklifts and electric handjacks are maintained and monitors budget for the forklift
  - c. makes recommendations on inventory, order processing and warehouse layout



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Know a variety of warehouse functions or operations and understand how they relate to the Ministry requirements and stock user needs to direct the warehousing, receiving, checking, stocking and control of goods.	D	100
2	<b>MENTAL DEMANDS</b> Judgement to recognize known differences and determine the priority of tasks to receive, inspect and store material, direct assistant receivers, determine stock location in warehouse and best utilization of space and prepare stock order for shipment.	C	60
3	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information to provide direction for completion of work tasks with assistants.	C	30
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate forklift in warehouse to move material.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> <u>Freedom to Act: 3</u> <u>Comparative Effects: 11a</u> Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using previous instruction and past practise to ensure the receipt, recording and storage of educational materials for the Ministry, allocate stock space and make recommendations on inventory, order processing and warehouse layout.	C	50
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to validate receipt of goods and materials in warehouse against orders, and initiate and process damage claims.	C	15
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the receipt, storage, movement and inventory of warehouse contents.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review work of two assistants (2 FTEs).	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to operate a forklift in a warehouse where others are exposed.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Close sensory concentration to regularly visually examine condition of incoming goods.	B	6
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to frequently lift and carry moderate weight cartons and parcels of supplies in warehouse.	E	24
12	<b>SURROUNDINGS</b> Exposure to noise from forklifts and pallet wrappers in warehouse frequently.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently working near moving equipment in warehouse.	C	6

Total Points: 361.5

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