

FIELD TECHNICIAN II

Finance | Warehouse



JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Field Technician II is responsible for the distribution, delivery, receipt, and storage of inventory stock for the departments, divisions, and agencies of the Parish Government.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

After-hours on-call rotation for emergency callouts.

SHIFT

7 a.m. to 4:00 p.m.

LOCATION

301 Plant Road

REPORTS TO

Warehouse Manager

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Warehouse work including exposure to heavy equipment, noise, heat, cold, and dust.

Frequent interactions with members of the public.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Driver's License

Forklift certification

In this role, the incumbent is expected to operate warehouse machinery, maintain inventory records, perform inspections and safety checks, and assist with surplus property and emergency operations.

The Field Technician II must be reliable, safety-conscious, and flexible, with the ability to respond to after-hours calls and emergency events on a rotating basis.

JOB DUTIES

- Receive, issue, and document stock transactions in accordance with established warehouse procedures.
- Deliver inventory to designated Parish departments on scheduled days and as required.
- Complete all required documentation and forms related to inventory movement and daily operations.
- Operate warehouse equipment, including forklifts, pallet jacks, and other machinery, in compliance with safety standards.
- Conduct routine inspections of all equipment prior to use and report maintenance needs, as necessary.
- Perform weekly shelf counts based on automated inventory program selections and maintain accurate records.
- Maintain a clean, organized, and safe warehouse environment, including sweeping floors, removing waste, and restocking shelves.
- Complete and submit weekly safety checklists to ensure a hazard-free work environment.
- Participate in annual inventory audits and assist in the physical count and reconciliation of stock.
- Fulfill all required Parish training and certifications on an annual basis.
- Assist in emergency response operations and be available for after-hours calls on a rotating schedule.
- Receive, sort, store, and track surplus property; assist with recycling, reissuing, or disposal of obsolete items in coordination with the Property Clerk.
- Perform minor repairs and maintenance on warehouse carts, tools, and equipment as needed.
- Support other departments in the receipt and inspection of incoming freight.
- Ensure inventory security at all warehouse locations, including the overflow warehouse and yard.
- Maintain accurate records and reports, including inventory logs, safety inspections, and delivery schedules.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates reliability and initiative by taking ownership of assigned tasks and supporting team operations with minimal supervision.
- **Time Management:** Effectively prioritizes daily, weekly, and emergency duties to meet operational deadlines and ensure uninterrupted inventory flow.
- **Analytical Skills:** Must have good attention to detail and problem-solving skills to identify inventory discrepancies and improve warehouse efficiency.
- **Communication Skills:** Excellent written and verbal communication abilities to communicate with team members, supervisors, and other departments to coordinate deliveries, report issues, and follow procedures.
- **Organizational Skills:** Skilled at maintaining a structured and orderly workspace while accurately managing records, stock levels, and safety documentation.
- **Technical Skills:** Proficient in operating warehouse equipment and using computer-based inventory systems to track, document, and manage stock movement.
- **Qualifications:**
 - High school diploma or GED certification required.
 - A minimum of two (2) years of warehouse experience.

