

FIELD TECHNICIAN II

Finance | Warehouse



SUMMARY

Perform manual labor and skilled clerical work. Enter inventory using computer and handheld devices. Make deliveries to various office sites throughout the Parish. Lift and load stock items.

JOB OVERVIEW

TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Be part of after-hours on-call rotation shift. Work 12-hour shifts during emergencies. Be available for emergency callouts.

SHIFT

7 a.m. to 4 p.m.

LOCATION

Warehouse

REPORTS TO

Warehouse Foreman

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, and dust

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

- Control available stock levels on shelves. Lift and stock items as needed.
- Perform daily computer entries to charge out and receive inventory.
- Deliver stock to various departments as needed.
- Notify the warehouse buyer of any issues/adjustments needed.
- Issue and receive all warehouse stock for the Parish and complete associated document.
- Perform minor repairs and maintenance tasks as required.
- Maintain forklift safety checklist.
- Work with staff to perform annual inventory audit, which may require after-hours work.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Operate forklift, hydraulic jack, and other warehouse equipment.
- Read and write sufficiently to complete forms used in daily operations.
- Keep area neat and clean, including floors, shelves, and other work areas.
- Possess basic computer skills to work on a PC and iPad.
- Learn and practice applicable safety rules and regulations.
- Be flexible and accept supervision.
- Train on and operate all equipment used for loading and offloading.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certification required.
- Two years of warehousing experience required.
- Forklift trained with certification preferred.
- Possess and maintain valid Louisiana driver's license.