



# City of Mountain View

Now accepting applications for:

## WAREHOUSE WORKER (HOURLY)

\$35.80 to \$43.51 Hourly\*

### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

### APPLY NOW!

Submit your application and resume online at [calopps.org](http://calopps.org) or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. **Qualified applicants are encouraged to apply early as this recruitment may close at any time.** Depending on the number of applicants this process may be altered.

### CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

### What's the Role?

This is an hourly position in the Purchasing Division in the Finance and Administrative Services Department. This individual will be responsible for transporting mail and supplies from the warehouse to various city departments, maintaining delivery schedules, and maintaining an organized warehouse storage system. Schedule: 20 hours per week – 4 hours per day 11:30 am - 3:30 pm M-F (firm schedule). Occasionally, requests for more hours are made due to coverage needed at the warehouse.

### The Essentials

- Work experience in a delivery/courier or warehouse position.
- Equivalent to the completion of the 12th grade.
- A good driving record and possession of a valid California Class C driver's license.
- Able to meet the physical requirements necessary to safely and effectively perform assigned duties (physical labor is required, including bending, reaching, pushing, lifting and carrying items weighing up to 60 pounds).

### What You'll Do

- Load and transport supplies from the warehouse to various City departments.
- Sort and deliver interoffice mail, maintain delivery schedules, and restock shelves.
- Assist with sorting and moving surplus equipment to designated storage areas.
- Dispense materials from the warehouse and survey the warehouse for low-stock items.
- Maintain an organized warehouse storage system.

### Are We a Match?

- You are motivated, team-oriented, reliable, and able to thrive in a fast-paced, team-oriented environment.
- You have a good understanding of general delivery, courier and warehousing activities.
- You have a positive attitude and a willingness to learn new things.

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.