

STOREKEEPER

DEFINITION

Under general supervision, orders, receives, stores and issues supplies, materials, tools, parts and equipment; loads and unloads incoming or outgoing materials; operates a variety of material handling equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Buyer II. May exercise lead supervision over Warehouse/Utility Worker I/II.

EXAMPLES OF DUTIES

Plans, schedules and coordinates the ordering, receiving, storing, issuing and delivery of stock items and other material and operating supplies ordered by various departments. Maintains inventory at prescribed levels, and places orders to maintain these levels. Determines changes in order points, assigns stock numbers to new items, analyzes stock items for obsolete or slow moving items and makes recommendations for their disposal. Receives incoming materials, verifies freight bills, checks material against packing list and purchase order, checks for damage or shortages. Checks stock items for quality, brand name, and country or origin, notifies supplier or vendor if adjustment is required. Places all received stock items in proper bins, on shelves, designated floor locations or designated locations in the outside area. Delivers all non-stock material to the requesting departments. Prepares receiving reports for all stock items. Performs clerical duties associated with storekeeping functions. Updates inventory by use of receiving reports and stores issue request. Maintains accurate inventory figures by use of cycle counts. Prepares computerized periodic and special reports as required. Operates pickup truck and gasoline-powered fork lift. May instruct others in storekeeping procedures. Inspects, services and certifies City-owned fire extinguishers. Cuts keys, combinates locks, and does minor lock repair as required. Participates in annual physical inventory, as well as performing other duties as assigned.

QUALIFICATIONS

Knowledge of: Methods, practices, and equipment used in the ordering, receipt, storage, handling, issuing, and preservation of supplies, materials and equipment; safety regulations and precautions pertaining to the work; identification and uses of construction equipment, tools, and supplies; salvage and scrapping operations; purchasing cycles as they apply to materials storage activities; rigging standards and principles used in handling heavy objects; units of weights and measures; inventory control techniques; data processing applications related to material storage activities.

Skill in: Establishing and maintaining effective storekeeping procedures; preparing and analyzing stock records and reports; making arithmetic computations, including fractions and decimals, with speed and accuracy; applying the principles, procedures

and practices of storekeeping; dealing tactfully and courteously with others; establishing and maintaining effective working relationships with those contacted in the course of work; exercising independent judgment and initiative within established policy guidelines.

Education/Experience: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Equivalent to graduation from high school and two (2) years of experience in the ordering, issuance, receipt and storage of materials and supplies.

Other Requirements: Must possess a valid California Driver's License. Must possess physical characteristics to perform the critical and important duties of the job, including dexterity, stamina and physical strength to load and unload materials of various bulk and weight, including lifting objects weighing up to 90 pounds. Must be willing to work outdoors in a variety of weather conditions, and work overtime as needed.