

STOREKEEPER

Definition:

Under general supervision, orders, receives, stores, and issues materials, supplies, tools, and parts; inputs and tracks data and maintains computerized inventory control records; performs related work as assigned.

Distinguishing Characteristics:

This is a non-exempt journey level position. This class performs both physical and administrative tasks and must learn and use the computerized purchasing and inventory system. The class requires a strong "customer service" orientation as well as a strong orientation to accurate and complete record keeping. The class requires the ability to routinely move materials in the forty to fifty pound range; work out-of-doors in all types of weather; regularly be on-call and respond promptly to afterhours needs for service and maintaining effective positive relations with vendors and Agency staff.

Examples of Duties:

- requisitions and receives materials, supplies, tools, parts and equipment utilizing the computer purchasing and inventory control system;
- verifies articles against purchase orders or packing lists and counts and inspects materials for damage or defects;
- obtains quotes of prices for goods to be purchased, selects proper storage areas and stores articles in bins, racks, shelves, floor or yard areas;
- issues materials, supplies, tools, parts and equipment, obtaining the proper records and requisitions;
- enters and retrieves data from a computerized inventory control system;
- track material usage, establish reorder points;
- assist in reconciling work order quantities with inventory records;
- takes periodic physical inventory;
- may directs the work of temporary assistants and trains them in proper and safe work procedures;
- loads and unloads articles, using a forklift, hand truck, and other materials handling equipment;
- moves furniture and other equipment as required;
- drives light trucks to pick up and deliver materials and supplies;
- maintains storage areas in a clean and orderly condition;
- assist with building and yard maintenance as required;
- stores surplus materials and equipment prior to disposal;
- uses hand and power tools;

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- assigns part numbers to materials through the computer system and performs clerical duties related to the storekeeping functions;
- assist with purchasing duties ;
- may perform specialized duties such as manufacturing slide plates and orifices;
- performs all other tasks as assigned.

Qualifications:

Knowledge of:

- identification and use of common hand and power tools;
- basic business mathematics;
- safe driving and working procedures;
- methods and practices used in receiving, storing and issuing materials, supplies, tools, and equipment;
- commonly used construction and maintenance tools and supplies;
- safe operation of materials handling equipment, including a forklift;
- methods of maintaining inventory records and taking physical inventories;
- purchasing and procurement policies and practices.

Ability to:

- quickly learn the policies and procedures related to the work;
- operate a personal computer;
- operate a forklift safely and effectively;
- maintain effective positive relations with staff, vendors and delivery personnel;
- coordinate activities with operations staff and other departments;
- be on-call for and respond to after hours or emergency deliveries or orders;
- work out of doors in all types of weather;
- lift and carry up to fifty pounds on a regular basis.
- understand and follow oral and written directions;
- work independently within established guidelines;
- maintain accurate records;
- inspecting materials and supplies for defects and damage;
- direct the work of temporary assistants and train them in proper work procedures;
- enter and retrieve data from a computerized control system.

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Education/Experience:

Sufficient training, experience and education to demonstrate the knowledge, skills and abilities described above. These would normally be acquired by graduation from high school and four years of storekeeping activities or an equivalent combination.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Obtain and maintain forklift operator certification.