

PERSONNEL COMMITTEE

12-0517R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF STOREKEEPER.

CITY PROPOSAL:

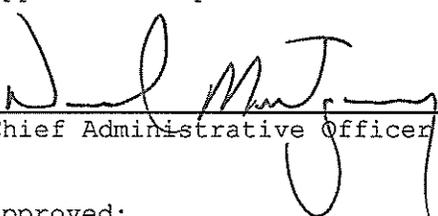
RESOLVED, that the proposed amendments to the specifications for the civil service classification of storekeeper, which were approved by the civil service board on October 2, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 27.

Approved:



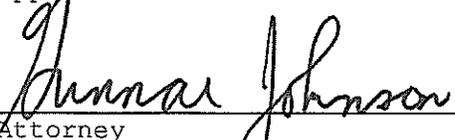
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ao 9/28/2012

STATEMENT OF PURPOSE: The job description has been rewritten extensively to reflect the work currently being performed, the current requirements to perform this work, and has been placed into the newer job description format. There is no change in the rate of pay, which is Range 27, \$3,296 to \$3,875 per month.

STOREKEEPER

Summary/Purpose

Maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost effective manner. Acquire special order items efficiently and cost effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

1. Order, receive, store, and disburse parts, materials, supplies, tools and equipment.
2. Ensure that inventory count is adequate, cost effective, and accurate using various methods such as a full inventory count or cycle counting.
3. Determine stocking levels and reorder points, either manually or using computer application software.
4. Order inventory as necessary to maintain sufficient stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
5. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
6. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
7. Disburse inventory as appropriate and with documentation to ensure proper accounting and receipt of payment.
8. Identify alternate sources for items used.
9. Locate sources for, order, and acquire items needed but not stocked efficiently and cost-effectively.
10. Authorize expenditures within established limits of authority.
11. Assign work and coordinate work schedules of Assistant Storekeepers.
12. Train team in safe and proper work methods and procedures.
13. Monitor work for compliance with established methods, guidelines, standards and procedures.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education & Experience Requirements
 - A. Four years of verifiable full-time experience maintaining and safeguarding inventory in a service or manufacturing setting.
2. License Requirements
 - A. Possession of a valid driver's license.
 - B. Acquire and maintain forklift certification within six months of hire.
 - C. A.S.E. Parts Specialist Certification desired.

3. Knowledge Requirements
 - A. Knowledge of computerized materials management and inventory control methods and procedures.
 - B. Knowledge of shipping and receiving practices.
 - C. Knowledge of methods, equipment, and materials used in automotive and equipment maintenance.
 - E. Knowledge of applicable federal and state occupational safety and health standards.
 - F. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
 - G. Knowledge of modern office methods, procedures, and equipment.
 - H. Knowledge of alphabetizing, indexing, filing, and record-keeping principles and procedures.
 - I. Knowledge of basic math.

4. Skill Requirements
 - A. Skill in maintaining accurate computerized inventory records.
 - B. Skill in organizing stock and issuing supplies and equipment.
 - C. Skill in making accurate mathematical computations.
 - D. Skill in operating common office equipment including computer, fax, scanner, copier, and calculator.

4. Abilities Requirements
 - A. Ability to understand and carry out oral and written instructions.
 - B. Ability to read and interpret parts catalogs and related information.
 - C. Ability to prepare requisitions and purchase orders.
 - D. Ability to communicate effectively, both orally and in writing.
 - E. Ability to establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
 - F. Ability to operate a forklift.

5. Physical Abilities Requirements
 - A. Ability to occasionally work outdoors in a variety of weather conditions.
 - B. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
 - C. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
 - D. Ability to occasionally climb and work from ladders.
 - E. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
 - F. Ability to attend work on a regular basis.

Anlst: CT	Class: 4201	Union: Basic	Pay: 27	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

STOREKEEPER

Duties

Under supervision, to perform duties such as to receive, store, and/or issue materials and supplies in a storeroom and tool house; to handle equipment, materials, and supplies for tool houses, and distribute same to authorized employees; and to perform related work as required.

Typical Tasks

Is responsible for the receiving, storing, issuing and delivering of materials, supplies and equipment; checks materials received; checks with operating officials and vendors to coordinate delivery dates and correct errors; maintains adequate stock levels; maintains perpetual and periodic inventories; provides information as to materials in stock and prices; keeps records on tools and miscellaneous small equipment; records and summarizes vehicle operating expense; occasionally makes trips to outside vendors to order stores items; may supervise a stock clerk.

Minimum Qualifications

Completion of the twelfth grade, and two years of experience in responsible storekeeping or such combination of education and experience as may be accepted as equivalent by the Civil Service Board.

Knowledge of storeroom and stock control methods and procedures; ability to estimate future supply needs and to develop procedures for insuring that adequate stocks are available; ability to keep accurate records.