

PERSONNEL COMMITTEE

13-0249R

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

CITY PROPOSAL:

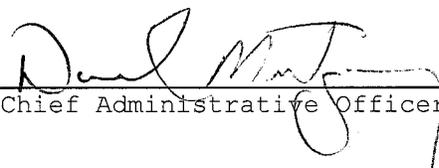
RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of assistant storekeeper, which were approved by the civil service board on May 7, 2013, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 24, \$2,930 to \$3,438 per month.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ls 5/3/2013

STATEMENT OF PURPOSE: This existing classification was revised to broaden the Functional Areas, change the Education & Experience requirements to include a preference for experience in an automotive-related field, eliminate the class B driver's license requirement, split out the Physical Abilities, and update terms and word usage. There is no change in the rate of pay, which is Range 24, \$2930 to \$3438 per month.

ASSISTANT STOREKEEPER

PURPOSE: Maintain stock and issue automotive and general maintenance materials, supplies, and equipment to ensure timely vehicle and equipment repair.

FUNCTIONAL AREAS:

1. Perform duties related to the requisition, reception, storage, and disbursement of materials and supplies.
 - * A. Place orders to maintain inventories for all materials.
 - * B. Determine locations for storage of stock items.
 - * C. Prepare stock for storage and place materials in designated areas.
 - * D. Operate forklift and other equipment to unload trucks, move, and store materials and supplies.
 - * E. Check requisitions, receipts, packing slips and invoices; and inspect materials to ensure accurate quantity, type, and acceptable quality.
 - * F. Prepare orders for delivery, disburse stock, and maintain records of materials issued.
 - * G. Conduct periodic physical inventory of standard supply items and assist in determining proper inventory levels.
 - * H. Maintain computerized inventory records by entering and retrieving information related to receipt, storage, and disbursement of materials.
 - * I. Purchase materials and authorize expenditures within established limits of authority.
 - * J. Conduct price comparisons and research and recommend new products.
 - * K. Obtain parts and materials by driving to vendors for pick-ups as needed.
2. Perform related duties.
 - * A. Update and distribute Material Safety Data Sheets (MSDS).
 - * B. Maintain security for building, equipment, parts, and materials.
 - * C. Process registration of new vehicles, maintain vehicle title records, and obtain tabs and replacement plates for current vehicles.
 - * D. Maintain other related records.
 - * E. Operate equipment requiring a Class B Commercial Driver=s License to transport it to work sites around the City and/or to pick up or deliver goods.
 - * F. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- H A. Two (2) years of verifiable experience in automotive and/or equipment parts service or equivalent.

License and Certification Requirements

- H A. Possession of a valid Minnesota driver's license or privilege by hire date and thereafter.
B. Ability to obtain a Minnesota Class B Commercial driver's license or privilege if required.
C. Ability to obtain forklift certification within one year of hire date.
D. A.S.E. (National Institute for Automotive Service Excellence) Certification desired.

Knowledge Requirements

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

Skill Requirements

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

Ability Requirements

- H A. Ability to understand and carry out oral and written instructions.
- H B. Ability to read and interpret parts catalogs and related information.
- H C. Ability to prepare requisitions and purchase orders.
- H D. Ability to communicate effectively, both orally and in writing.
- H E. Ability to establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
- F. Ability to operate a forklift.
- H G. Ability to occasionally work outdoors in a variety of weather conditions.
- H H. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes and toxic or caustic chemicals.
- H I. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
- H J. Ability to occasionally climb and work from ladders.
- H K. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
- H L. Ability to attend work on a regular basis.

* Essential functions of the position

H Job requirements necessary on the first day of employment

Analyst: JA	Class #: 4303	Union: Basic	Pay: 24
CSB: 20070306	CC: 20070326	Res #: 07-0216R	WC Code: 8227
EEO Funct: Admin/Finance		EEO Cat: Service/Maintenance	