

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

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

License and Certification Requirements

- † 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

- † A. Knowledge of materials management and inventory control methods and procedures.
- † B. Knowledge of shipping and receiving practices.
- † C. Knowledge of basic computer operation and inventory management software applications.
- † D. 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.
- † J. Knowledge of basic mathematical principles.

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.

Ability 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.
- † G. Ability to occasionally work outdoors in a variety of weather conditions.
- † H. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes and toxic or caustic chemicals.
- † I. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
- † J. Ability to occasionally climb and work from ladders.
- † K. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
- † L. Ability to attend work on a regular basis.

*Essential functions of the position

†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	