

CLASS SPECIFICATION

Storekeeper

Code Number:

GENERAL PURPOSE

Under general supervision, orders, receives, stores, issues, controls and maintains an adequate inventory of standard materials, supplies, parts and tools used by Commission sections; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class performs a variety of duties involved in the operation and maintenance of a moderate-size warehouse of standard supplies and materials used on a Commission-wide basis.

This is the full, journey-level class in the storekeeper series. A Storekeeper is expected to carry out assigned responsibilities with a minimum level of supervision, while providing departmental customers with timely, accurate and courteous service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Receives, disburses and maintains an inventory of standard materials, supplies, parts and tools used on a Commission-wide basis; inspects goods received for quality, quantity and correctness; verifies and checks items received against catalogs and manufacturer's identification, model or parts number; pulls, boxes, delivers and checks the accuracy of orders filled.

Regularly checks inventory levels and prepares requisitions to replenish stock; obtains quotes from vendors and places orders for inventory items.

Maintains the warehouse in a clean and orderly condition; revolves stock as needed; performs cycle counts; disposes of trash, boxes and pallets; ensures the security of storage areas.

Performs inventory control duties, including posting goods received to inventory lists, pricing stock issue slips based on unit prices and extensions; calculates balance of stock on hand; conducts physical inventories, including counting and verifying inventory balances for all stocked items and reconciling purchases, issues and balances on hand.

Performs expediting tasks, including providing paper and copier supplies to Commission offices and end-of-day mail delivery.

Operates forklifts, trucks and other light equipment used in the storage and delivery of material, supplies and parts.

OTHER DUTIES

Maintains a variety of records.

Provides backup for other warehouse and stores functions.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Standard materials, supplies, parts and tools used in daily operations; basic research and data analysis techniques; stock and inventory control procedures, including requisitioning, receiving, storing and issuing goods; record keeping and filing systems; operation of standard warehouse and storeroom equipment, including forklifts and small trucks; basic purchasing procedures; safe work practices applicable to operation of warehouse equipment.

Ability to:

Operate a computer and standard business software; accurately and efficiently carry out inventory control practices and procedures; safely operate and make minor repairs to fork lifts and other standard warehouse equipment; exercise independent judgment and initiative within established guidelines without close supervision; prepare and maintain a variety of records; understand and follow oral and written instructions; make arithmetic calculations quickly and accurately; establish and maintain effective relationships with Commission employees, vendors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent and two years of progressively responsible experience in performing stores and warehousing duties; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the Commission's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; lift up to 65 pounds and occasionally lift up to 150 pounds.

Specific vision abilities required include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; and interact with Commission staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to outdoor weather conditions, fumes, toxic or caustic chemicals and works near moving mechanical parts.

The noise level is occasionally noisy.