

Class Title: Storekeeper I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Procures, receives, stores and distributes parts, supplies and equipment. Performs administrative duties. Maintains the building and grounds. Handles cash sales. Performs special tasks as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 M	Controls inventory by supervising personnel, counting, sorting and bar-coding all stock parts, monitoring supply levels, reporting and correcting discrepancies, checking requisitions for accuracy, locating supplies and materials, receiving new supply materials for issuance, checking condition of received items, storing items in designated locations, issuing supplies and materials, determining items to be purchased, finalizing proper purchase documents, placing orders, signing for deliveries, unloading freight, locating orders in computers, noting received date, adding change status and posting inventory onto computer.
2 S	Performs administrative duties by compiling and distributing invoices, filing, holding invoices for missing parts, contacting and confirming with vendors, maintaining records, researching and correcting discrepancies, reviewing accuracy of computer postings, training temporary staff, writing information on vouchers and providing information.
3 H	Maintains the building and grounds by delivering trash containers, collecting damaged containers, cutting and maintaining lawn, applying pesticides, maintaining an orderly warehouse space, ensuring proper handling of material handling equipment, sweeping storehouse floor, mopping storehouse office area, filling paper towel dispenser, monitoring the heating and air-conditioning, replacing ceiling tiles, lights, ballasts and switches, repairing small grounds maintenance equipment and replacing and repairing broken pipes, valves and other plumbing problems.
4 M	Handles cash sales by selling city logo materials to customers, preparing sales checks, computing taxes and surcharges and performing monetary transactions.
5 L	Receives parts by checking requisitions against vendor invoices
6 S	Provides services to maintenance personnel at parts counter, ordering parts for vehicle repair, searching various parts books for correct parts, calling vendors and providing information to order correct parts, posting orders, making keys, making hydraulic hoses, changing barrels in lube room and operating heavy equipment/forklift.
7 M	Performs emergency weather recovery by providing supply assistance in the removal operations for ice, snow, and storm debris.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months in supply operations.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read catalogs, invoices, requisitions, and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write purchase orders, requisitions, parts descriptions, correspondence, and work orders.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others. Work requires team involvement and development
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inventory control, working parts counter, delivery of goods
Sitting	F	Computer, desk work, meetings, driving, operation of forklift, answering telephone
Walking	F	Issuing office supplies or equipment, delivery of goods, surveying
Lifting	F	Loading/unloading of supplies and equipment, delivery of goods, files, documents, boxes
Carrying	F	Office supplies, equipment, files, documents, boxes, parts
Pushing/Pulling	F	Moving cart
Reaching	F	Delivery of goods, storing supplies on shelves
Handling	C	Shipments, boxes, freight, office supplies, equipment, files, documents, work orders, parts
Fine Dexterity	C	Computer keyboard, calculator, writing, small parts
Kneeling	O	Retrieval of parts from floor, storing or removing parts from storage
Crouching	O	Retrieval of parts from floor, storing or removing parts from storage
Crawling	N	
Bending	F	Retrieval of parts from floor, storing or removing parts from storage
Twisting	F	Retrieval of parts from floor, storing or removing parts from storage, working at computer to desk
Climbing	O	Ladder, step stool
Balancing	O	Ladder, step stool
Vision	C	Computer, desk work, reading, filing, inventory control, delivery of goods, driving, issuance of supplies
Hearing	C	Telephone, co-workers, staff, supervisor, meetings, pager, equipment noises
Talking	F	Telephone, co-workers, staff, supervisor, vendors, mechanics
Foot Controls	O	Driving, operation of forklift
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Forklift, hand trucks, pallet and jack, box cutters, key machine, hydraulic hose machine, crimper, forklift, motor vehicle, drum dolly, strapping machine, computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Barcode program software, processing program software, parts and inventory/work order program software, Standard Microsoft Windows and Office software, palm pilot reader, scanner

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	S	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	X
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, steel toed shoes, back brace, gloves

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)