

Class Title: Storekeeper II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Procures, receives, stores and distributes materials and supplies. Controls inventory. Maintains storehouse facilities. Monitors expenditures and procurement compliance.

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	S	Procures equipment, materials and supplies by determining requirements, contacting vendors, requesting data such as cost, availability, delivery and payment terms, preparing requisition forms and providing quotes and material specifications to purchasing divisions for vendor selection on amounts over specified amount.
2	M	Receives supplies, equipment and materials by checking requisition against vendor receipts, inspecting for damage, conducting quality assurance evaluations, processing receivers and updating weekly statistical reports.
3	M	Controls inventory by distributing items to proper locations, entering item locations into inventory control system, rotating stock, contacting requisitioning personnel, processing receipts, verifying accuracy and completeness of paperwork, matching stock numbers with item descriptions, performing physical inventory, resolving vendor and customer discrepancy and preparing, processing and maintaining records and reports.
4	H	Maintains storehouse facilities by cleaning and repairing facilities and equipment, dusting, mopping, and sweeping, checking fluid levels in vehicles and remaining on call for emergencies.
5	S	Monitors expenditures from general fund accounts by recording expenditures, maintaining balances and coordinating with financial assistant to reconcile budgetary figures.
6	S	Orders and reviews reorder points for stock parts, assists parts clerks in the resolution of discrepancies, procures difficult or unique parts, monitors operations to ensure process, documentation and system compliance.
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:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical and office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Four years experience in parts operations.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read various manuals, reports and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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	C	Ordering and issuance of parts, inventory control, stocking merchandise, supervision
Sitting	O	Computer, desk work, driving, filing, meetings
Walking	F	Delivery of goods, to/from storage
Lifting	F	Delivery of goods, issuing supplies or equipment, stocking merchandise
Carrying	F	Office supplies, equipment, forms, reports, files, boxes, parts
Pushing/Pulling	O	Pallet jack, dolly, hand cart, drums
Reaching	F	Office supplies/equipment/forms or requisitions from shelves
Handling	F	Receipts, requisitions, packing slips, forms, reports, files, boxes, parts, equipment, supplies
Fine Dexterity	C	Computer keyboard, calculator, writing, typing, fork lift levers and buttons
Kneeling	F	Retrieval of stock items or boxes from lower shelves or floor, cleaning
Crouching	F	Retrieval of stock items or boxes from lower shelves or floor, cleaning
Crawling	R	Retrieval of hard to reach stock items, boxes, office supplies
Bending	F	Retrieval of stock items or boxes from lower shelves or floor, cleaning, filing
Twisting	F	Retrieval of stock items or boxes from lower shelves or floor, cleaning, filing
Climbing	F	Ladder, step stool
Balancing	F	Ladders, step stool, carrying awkward boxes or materials, retrieval of supplies from high shelves
Vision	C	Computer, desk work, reading, filing, driving, delivery of goods, issuing supplies or equipment, stocking merchandise
Hearing	C	Telephone, customers, manufacturers, vendors, staff, supervisor, meetings
Talking	C	Telephone, customers, manufacturers, vendors, staff, supervisor
Foot Controls	O	Driving, operation of forklift
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Key machine, forklift, hydraulic hose machine, engraving machine, strapping machine, computer, laser or inkjet printer, calculator, copy machine, fax machine, telephone, radio communications, Standard Microsoft Windows and Office software, Bar Coding program software, Fleet Management system software

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	S	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	M	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	X
Warehouse	X
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, ear plugs, gloves, steel toed shoes, back brace

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	F
Other (see 3 below)	N

- (3)