

CSC Adopted: October 2001, CSC Revised: September 2002  
 CSC Revised: September 2008

## Class Title: Storekeeper III

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs warehouse, inventory and administrative management. Provides customer service and material issuance. Controls stock. Manages personnel.

**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	Performs warehouse management by identifying and reviewing customer requirements, ensuring adequacy of available supplies, obtaining best price quotes and delivery from vendors, monitoring vendor performance, ensuring vendor compliance with contract specifications and city codes and standards and planning, coordinating and organizing the receipt, storage and distribution of supplies.
2	M	Performs financial duties by preparing receipts, aids in gathering information for audits, researching and resolving discrepancies concerning invoices, monitoring expenditures, performing calculations associated with payment vouchers and other documents, maintaining logs, files and records, entering data into the financial accounting system. Performs inventory administrative management by preparing reports showing cost, depreciation and inventory value, setting default levels on stock, formulating the price agreement drop off system coordinated with the custodial contract and compiling bills to be paid.
3	S	Provides customer service and material issuance by filling customers' requirements, processing requisitions, assisting customers in identifying parts, supplies and services and providing technical support.
4	S	Controls stock by maintaining inventory records, using a computerized inventory management system, managing the security and movement of materials, determining optimum inventory investment levels, performing quality control checks, processing receipt documents in the system, identifying and cataloging new materials and establishing inventory records.
5	L	Manages personnel by directly supervising and training subordinates, performing quality control checks on employee performance, monitoring, counseling and reviewing employee performance, writing performance reviews and providing around the clock emergency availability while functioning as duty standby storekeeper.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five 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 correspondence, technical manuals, and schematic drawing.
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, logs, reports, evaluation sheets and correspondence.
Managerial	Managerial responsibilities include estimating, purchasing and allocating the appropriate amount of supplies.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
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. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, brokers and sales representatives.

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**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	On ladder, issuance of merchandise/supplies, inspection of stock or machinery, inventory control, stocking merchandise
Sitting	O	Computer, desk work, answering telephone, driving, meetings
Walking	F	To/from main building to other buildings, shops, or warehouses
Lifting	F	Office supplies, parts, equipment, boxes, files, reports, documents, paper
Carrying	F	Office supplies, parts, equipment, boxes, files, reports, documents, paper
Pushing/Pulling	F	Hand carts, dolly
Reaching	F	Stock from shelves, equipment
Handling	F	Office supplies, parts, equipment, boxes, files, reports, documents, paper
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Retrieval or stocking of supplies or equipment on shelves
Crouching	O	Retrieval or stocking of supplies or equipment on shelves
Crawling	N	
Bending	F	Retrieval or stocking of supplies or equipment on shelves, filing
Twisting	O	Retrieval or stocking of supplies or equipment on shelves
Climbing	O	Ladder, step stool
Balancing	O	Ladder, step stool
Vision	C	Computer, reading, filing, stocking supplies, inventory control, driving, inspections
Hearing	C	Telephone, communicating with personnel, vendors, meetings, moving equipment, shop machinery
Talking	F	Telephone, communicating with personnel, general public, vendors
Foot Controls	F	Driving, operation of forklift
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Forklift, hand carts, rolling and stationary ladder, hand truck, motor vehicle, computer, laser or inkjet printer, copy machine, fax machine, calculator, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), QBIC III, Accounting and Inventory database, 2-way radio

**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	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

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

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, steel toe shoes/boots, ear protection/earplugs, goggles/eyewear/eye protection, back brace/support

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	R
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)