

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Storekeeper I/II
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GENERAL PURPOSE

Under immediate (Storekeeper I) to general (Storekeeper II) supervision, receives, stores, issues, controls and maintains an adequate inventory of materials, supplies, parts, tools and equipment used in the construction, maintenance and repair of the District's treatment, transmission, storage and distribution systems and facilities; loads and delivers materials and supplies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Storekeeper I: This is the entry-level classification in the Storekeeper I/II series. Initially under close supervision, incumbents learn and perform routine manual and clerical duties in the receipt, storage and issuing of materials, supplies, parts, tools and equipment from a central warehouse facility. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Storekeeper II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Storekeeper II: This is the fully qualified journey-level classification in the Storekeeper series. Positions at this level are distinguished from the Storekeeper I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Storekeeper in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Storekeeper I) to general (Storekeeper II) supervision from assigned supervisory or management personnel. Exercises no direction supervision over staff.

TYPICAL 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 this position.

Positions at the Storekeeper I level may perform some of these duties and responsibilities in a learning capacity.

- Receives and maintains materials, supplies, equipment and tools used in the construction, repair and maintenance of the District's systems and facilities.
- Maintains a comprehensive, computer-based inventory system; performs inventory control duties; maintains records of incoming and outgoing surplus; conducts daily cycle counts of physical inventory and verifies quantities.
- Generates reports detailing discrepancies and variances; distributes reports to supervisor; maintains a variety of records and files.
- Issues materials; processes returns; puts away inventory; as agreed upon with requestor, substitutes materials in emergency situations.
- Receives and fills requisitions for specialized orders; arranges and coordinates delivery of purchased supplies and materials; arranges location and layout of stock in storage areas; maintains storage areas in a clean and orderly condition; ensures the security of storage areas; replenishes storage bins with incoming inventory.
- Prepares and processes materials, packages and other items for shipment.
- Determines availability of parts and supplies and estimates delivery time.
- Inspects parts, supplies and equipment for damage, quantity and correctness; follows up with vendors, suppliers, and District employees regarding incorrect shipments, damages, or shortages.
- Verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number; checks and reconciles records with appropriate inventory listings and records.
- Operates forklifts, pallet jacks, hand trucks, trucks and other light equipment in the storage and delivery of material, supplies and parts.

- Maintains the tool room including the inspection and storage of tools and safety equipment available for distribution.
- Maintains, repairs, and recertifies safety equipment; retests and calibrates gas detectors; cleans, inspects and refills SCBA bottles.
- Maintains, repairs, and distributes gas monitors.
- Ensures small pumps, generators, welders, compressors and confined space entry setups and assembled and maintained.
- Participates in District surplus inventory including disposals and auctions; lists auction items online; answers questions from prospective buyers; finalizes transactions at pick-up.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Storekeeper I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Materials, supplies, equipment and tools used in the construction, maintenance and repair of water works systems and facilities.
- District procurement policies as they relate to assigned areas of responsibility.
- Stock and inventory control, including requisitioning, receiving, storing and issuing materials and equipment.
- Principles and practices of record keeping and filing systems.
- Operation of standard warehouse and storeroom equipment including calculators and inventory management systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive, process, stock and/or distribute a wide range of materials, goods and equipment.
- Understand and follow inventory control procedures and perform inventory control duties.
- Prepare and maintain a variety of reports and records.
- Safely and properly operate standard warehouse equipment, such as forklifts, pallet jacks and hand trucks.
- Maintain work areas in a neat and tidy manner.
- Generate system reports in assigned areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Storekeeper I: One (1) year of experience providing clerical and technical support to a comprehensive warehousing and storekeeping function.
- Storekeeper II: Three (3) years of progressively responsible experience providing clerical and technical support to a comprehensive warehousing and storekeeping function, or one (1) year of experience as a Storekeeper I with the District.

Education:

- Storekeeper I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Fork Lift Operator certification, obtained within 6 months of hire.

PHYSICAL DEMANDS

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

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; color vision to identify parts and materials; hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to warehouse operations, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate District equipment; vision to inspect site conditions and work in progress. The job involves frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging weights of up to 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a warehouse environment and are exposed to loud noise levels, cold and hot temperatures, moving vehicles, chemicals, exposure to vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Storekeeper I/II class series are flexibly staffed; positions at the Storekeeper II level are normally filled by advancement from the Storekeeper I level; progression to the Storekeeper II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Storekeeper II level.

Eastern Municipal Water District
Job Title: Storekeeper I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Storekeeper I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____