

**JOB DESCRIPTION**  
**Senior Storekeeper**  
**Code Number: 54003**

**GENERAL PURPOSE**

Under direction, leads and participates in the work of employees engaged in the receipt, storage, issuance, inventory and delivery of materials, supplies, parts, tools and equipment used in the construction, maintenance and repair of water production, treatment, storage and distribution systems and facilities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the lead or advanced-journey level in the Storekeeper series. In the lead assignments, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the advanced-journey assignment, incumbents perform the more difficult and complex tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Storekeeper II in that incumbents perform the most complex specialized duties assigned to the series and provides lead direction and training to lower level staff, exercising considerable judgment in carrying out assigned tasks and responsibilities.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

**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.*

Leads, schedules, evaluates and participates in the work of employees engaged in the operation of the District's central warehouse facility, receiving, storing, issuing, inventorying and delivering a wide variety of material, supplies, parts, tools and equipment used in the construction, maintenance and repair of water works systems and facilities.

Oversees the inventory replenishment process which involves reviewing and approving the order of materials and supplies to maintain a balanced inventory utilizing a comprehensive computer based inventory system.

Maintains a comprehensive computer-based inventory system; performs inventory control duties; instructs and trains employees in the operation of the District's computerized inventory and ordering system; reviews and directs the ordering of materials and supplies to maintain a balanced inventory; makes adjustments to minimum and maximum amounts as required; prepares and distributes reports to supervisor.

Inspects work sites to ensure established policies, procedures and safety practices are observed; instructs and trains employees on safe and efficient duties and tasks in the warehouse environment.

Provides assistance to departments for materials planning and requirements; where appropriate, offers recommendations for substitute items to complete materials requirements.

Operates forklifts, pallet jacks, hand trucks and other light equipment in the storage and delivery of material, supplies and parts; instructs and trains employees in their duties and tasks and the safe and proper operation of tools and equipment used in the warehouse, including forklifts, pallet jacks and hand trucks.

Participates in the selection, supervision and work evaluation of assigned staff; recommends disciplinary action; resolves a variety of routine personnel and administrative matters.

Performs the duties of a Storekeeper as required.

Prepares and distributes a variety of reports on activities; maintains records and files.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Methods, practices, techniques, tools and equipment utilized in the construction, maintenance, repair and operation of a large, centralized water works warehouse facility; stock and inventory control methods, including requisitioning, receiving, storing and issuing; record keeping and filing systems; operation of standard warehouse and storeroom equipment including computers and technical equipment; principles and practices of effective employee lead supervision, including training, and work evaluation and discipline; safety practices and procedures pertaining to the work; comprehensive computer based inventory systems related to the work.

### **Ability to:**

Plan, organize, assign, inspect and evaluate the work of others; motivate and evaluate staff and provide for their training and development; analyze complex

situations, evaluate alternatives and recommend or adopt effective courses of action; make sound independent judgments within established guidelines; oversee and perform inventory control duties; gather and evaluate data and make logical recommendations based on comparative analysis; develop and implement work standards; prepare clear and concise records, reports and other written materials; follow and apply written and oral work instructions; communicate effectively, orally and in writing; establish and maintain effective relationships with those contacted in the course of the work; properly and safely operate warehouse equipment, such as forklifts, pallet jacks and hand trucks.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of responsible warehousing and/or storekeeping experience; 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 District's Vehicle Insurance Policy.

A certificate to operate a forklift, which may be obtained through District-provided training in cooperation with the San Diego Safety Council or Inland Empire Equipment, Inc.

## **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 or hear, in person and by telephone; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop or kneel.

The employee must regularly lift and/or move up to 50 pounds, frequently up to 100 pounds and occasionally over 100 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, 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; work under intensive deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals.

## **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 occasionally works in outdoor weather conditions; in high, precarious places; and around moving equipment. The employee occasionally may be exposed to wet and/or humid conditions, vibration, fumes or airborne particles. The noise level is occasionally loud.

**FLSA DETERMINATION:** Non-exempt.