

JOB DESCRIPTION
Storekeeper I (Flex)
Storekeeper II
Code Number: 54004, 54005

GENERAL PURPOSE

Under general 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 material and supplies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Storekeeper I is the entry-level class into the Storekeeper series. Initially under direct supervision, incumbents learn and perform a variety of manual and clerical duties in the receipt, storage and issuing of material, supplies, parts, tools and equipment from a central warehouse facility. This class is alternately staffed with Storekeeper II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meet the qualifications for the higher-level class.

Storekeeper II is the journey-level class in this series. Under general supervision, incumbents perform the full range of assigned duties. This classification is distinguished from the Storekeeper I in that incumbents perform the full range of assigned duties and are expected to have a good working knowledge of the District's warehouse and inventory control systems, procedures, standards, material and supplies.

The Storekeeper II classification is distinguished from the Senior Storekeeper in that the latter is an advanced journey level classification with responsibility for performing complex specialized duties and for providing lead direction and training to lower level staff.

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.

FLSA DETERMINATION: Non-exempt

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.

Receives and maintains materials, supplies, equipment and tools used in the construction, repair and maintenance of the District's systems and facilities; receives and fills requisitions for specialized orders.

Receives requests and issues and distributes materials, supplies, parts, tools and equipment; determines availability of parts and supplies and estimates delivery time; enters materials received and distributed into computer system.

Receives goods, materials, supplies, equipment, and non-inventory items, posts as received into automated system, and distributes as appropriate; follows up with vendors, suppliers, and District employees regarding incorrect shipments, damages, or shortages.

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.

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; verifies quantities utilizing handheld devices; generates reports detailing discrepancies and variances; distributes reports to supervisor.

Inspects parts, supplies and equipment for damage, quantity and correctness; 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; reports discrepancies; communicates with vendors and District staff to correct overages, shortages and the receipt of the wrong materials.

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; duties include recordkeeping, and the repair and recertification of safety equipment; retests and calibrates gas detectors; cleans, inspects and refills SCBA bottles; maintains small pumps, generators, welders, compressors and confined space entry setups.

FLSA DETERMINATION: Non-exempt

Prepares and processes materials, packages and other items for shipment via a variety of common carriers.

Maintains a variety of records and files.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Materials, supplies, equipment and tools used in the construction, maintenance and repair of water works systems and facilities; stock and inventory control, including requisitioning, receiving, storing and issuing; record keeping and filing systems; operation of standard warehouse and storeroom equipment including calculators and complex inventory management computer systems.

Ability to:

Understand and follow inventory control procedures; make sound independent judgments within established guidelines; perform inventory control duties; prepare and maintain a variety of reports and records; gather and evaluate data and make logical recommendations based on comparative analysis; safely and properly operate standard warehouse equipment, such as forklifts, pallet jacks and hand trucks; follow and apply written and oral work instructions; communicate effectively, orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation for high school or G.E.D.; equivalent and one year of warehousing, storekeeping, inventory control, shipping and receiving or closely related experience; or an equivalent combination of training and experience.

Storekeeper I may be considered for advancement to Storekeeper II after demonstrating proficiency in performing the full range of support functions assigned to this class.

Typically, a Storekeeper I is expected to be capable of meeting the proficiency criteria within a 6–24 month period, depending on an individual's prior experience and progression in performing the full range of Storekeeper II.

FLSA DETERMINATION: Non-exempt

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Must obtain, within 6 months of hire into this classification, 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 and frequently lift and/or move up to 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 and other organizations.

FLSA DETERMINATION: Non-exempt

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

FLSA DETERMINATION: Non-exempt

Storekeeper I/II

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FLEX REQUIREMENTS
Storekeeper I (Flex)
Storekeeper II

LENGTH OF TIME REQUIRED

A Storekeeper I may advance or “flex” to the Storekeeper II class after **6-24 months** of experience in the Storekeeper I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Storekeeper I must also demonstrate proficiency to perform the full range of duties as described in the Storekeeper I/II job description. This includes demonstrating proficiency in the following areas:

Use of independent judgment.

Knowledge of District’s shipping and receiving practices, policies, and procedures.

Familiarity with Inventory Control procedures.

Familiarity with Shipping and Receiving procedures.

Understanding of the Oracle Inventory and Oracle Purchasing Inquiry programs.

Knowledge of items received into the warehouse stores, particularly waterworks materials.

Ability to safely operate all material handling equipment, including forklift.

Familiarity with all categories of the warehouse inventory, particularly waterworks materials.

Ability to substitute material that is not carried within the warehouse stores.

Successful performance on the after-hours duty roster.

Understanding of the main warehouse responsibilities and associated paperwork.