



JULY 2012
FLSA: NON-EXEMPT

LEAD STOREKEEPER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for warehousing services and activities; performs the most complex advanced-journey level functions and provides training to less experienced employees; oversees and participates in the receipt, storage, tagging, distribution, and issuance of supplies, materials and equipment in accordance with established policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction and training over assigned staff.

CLASS CHARACTERISTICS

This is the lead-level class in the storekeeper series responsible for daily warehouse operations including receiving, maintaining, and distributing the inventory of materials, parts, supplies, tools, and equipment required for District operations. The incumbent organizes and oversees day-to-day activities and is responsible for providing expert support to the supervisory and management staff in a variety of areas. The class is distinguished from the Senior Storekeeper by lead responsibilities over warehouse staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Lead, plan, train and review the work of staff responsible for the receipt, storage, tagging, distribution and issuance of supplies, materials and equipment.
- Train assigned employees in their areas of work including proper work methods, procedures, and techniques; cover scheduled time off for assigned staff as necessary.
- Supervise the use, care and operation of warehouse facilities vehicles, tools and equipment including forklifts, carts, pallets and hand trucks
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Maintain inventory in accordance with minimum and maximum levels and records of all warehouse and non-warehouse transactions; coordinate the proper storage, disposal, and inventory of surplus, retired, or obsolete property; conduct annual physical inventory accounting for and verifying parts, materials, and supplies ordered, stocked, and issued.
- Oversee and participate in the receipt of incoming items; unloading trucks, verifying purchase order number, confirming accuracy of order, generating discrepancy forms when necessary; identifying,

marking, tagging, recording and storing items in proper locations. Sets up bins and tags for new stock items.

- Perform special projects including periodic inventories and reorganizing the warehouse. Makes recommendations to improve operating efficiency.
- Receive materials from field personnel for return to stock, rebuild, or repair; complete required documentation; process return items to vendors for repair, safety inspection and certification, etc.
- Identify, respond to, and resolve issues, concerns, requests, and inquiries from District staff including coordinating the ordering, pick-up, and delivery of phone and printed orders.
- Operate various types of machinery and equipment, including personal computer, office machines, motor vehicle, electric forklift, pallet jacket, and other material handling equipment to arrange and store materials.
- Monitor the proper storage and disposal of hazardous materials; maintain related records including material safety data sheets.
- Enter data into the computerized record keeping system on all stock transactions.
- Perform all work in accordance with established safety procedures, utilizing all required safety equipment.
- Monitor operations and activities of the warehouse; recommend improvements and modifications; and prepare various reports on operations and activities.
- Maintain work area in a secure, neat, and orderly manner.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.
- Plan, organize, schedule, assign, and review the work of and train staff.
- Advanced principles and practices of warehouse operations and inventory control program administration.
- Advanced principles, practices, equipment, tools, and materials of operating a warehouse.
- Local and regional suppliers and sources for parts, tools, and supplies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Storekeeping methods, types of parts, supplies, tools, equipment, and materials commonly used in warehouse operations and related facilities.
- Safety principles, practices, and procedures of warehouse operations.
- Mathematical principles.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- Principles and procedures of record keeping and report preparation.
- Common carrier and shipping procedures and documentation.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee warehouse operations and storekeeping/inventory activities.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Analyze, interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Perform the most complex warehouse operations duties and operate related equipment safely and effectively.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized reports, logs, records, and files of work performed.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Make accurate mathematical calculations.
- Operate modern office equipment including computer equipment and software.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent, supplemented by training or coursework in materials management.
2. Four (4) years of increasingly responsible storekeeping or warehouse experience at a level comparable to a Senior Storekeeper with the District.

License or Certificate:

- Possession of a valid California class C driver's license.
- Possession of an appropriate, valid forklift certificate.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory, to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the warehouse and are exposed to loud noise levels, chemicals, dust, mechanical hazards, and moving objects or other vehicles. Employees may interact with upset staff

and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.