



JULY 2012
FLSA: NON-EXEMPT

STOREKEEPER/SENIOR 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 direct or general supervision, performs a variety of duties in support of warehousing services and activities including the receipt, storage, tagging, distribution, and issuance of supplies, materials and equipment in accordance with established policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Storekeeper - This is the entry level class in the Storekeeper series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Storekeeper level and exercise less independent 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. Advancement to the senior level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Senior Storekeeper - This is the full journey level class within the Storekeeper series performing the full range of storekeeper duties with only occasional instruction or assistance. Positions at this level are distinguished from the Storekeeper level 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. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Senior Storekeeper level are normally filled by advancement from the Storekeeper level.

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.

- Receive incoming items; unload trucks; check that items have been sent pre-paid; inspect for damage and verify purchase order number and quantity of items received against purchase order and packing slip; confirm accuracy of order; generate discrepancy form when necessary; identify, mark, tag, record, and store items in proper location using forklift, carts, pallets or hand trucks; notify and coordinate with other departments for pick-up or delivery of special order parts.

- Perform the full range of duties at the issue counter; assist employees in completing material requisition form; identify stock; generate pick ticket; pull items from inventory; generate invoice; locate “stock out” items; receive orders by phone; log in and return items to stock.
- Perform the full range of laundry duties; count, bundle, and log quantity of items being sent for cleaning; log orders for missing or damaged uniforms; verify quantities of returned cleaning; log replacement uniforms; verify, code, sign, and process invoices.
- Assist with inventory control; assist with “ABC” cycle counts; verify inventory with cycle count quantities; print variance reports; prepare and print Sales Order Reports; transfer and adjust inventory as needed.
- Receive materials from field personnel for return to stock and complete required documentation; process items to return to vendors for repair, safety inspection and certification, etc.
- Enter data into the computerized record keeping system on all stock transactions.
- Contact appropriate carriers to arrange for pick-up of shipment.
- May pick up and deliver mail, parts, and supplies for both Plant locations and other district sites.
- Perform all work in accordance with established safety procedures, utilizing all required safety equipment.
- Maintain work area in a secure, clean, neat, and orderly condition which may include sweeping, dusting, and clearing debris.
- Reorganize stock items and rotate shelves.
- Remove hazardous materials from District sites by ensuring proper paperwork for packaging and shipment.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Warehouse practices and procedures.
- Common carrier and shipping procedures and documentation.
- Principles and procedures of record keeping and filing.
- Inventory procedures and forms.
- Basic principles and practices of inventory control.
- Mathematical principles.
- Parts, supplies, and materials commonly stocked in a wastewater district warehouse.
- Methods, techniques, materials, equipment, and tools used in material handling and delivery.
- Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.
- Occupational hazards and standard safety practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform duties in support of a centralized warehouse function.
- Operate a variety of warehouse and automotive equipment including pallet jack, forklift, handcart, and other material handling devices in a safe and effective manner.
- Maintain accurate and current records of transactions.
- Organize, stock, and issue supplies and equipment.
- Maintain adequate stock levels.

- Respond to requests and inquiries from other personnel.
- Follow written and verbal instructions and maintain simple records.
- Work safely and adhere to principles of safety when working in/near traffic or in other environments.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Operate modern office equipment including computer equipment and software.
- 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.

Storekeeper

1. High school diploma or equivalent; AND
2. One (1) year of general storekeeping or warehousing experience is desirable.

Senior Storekeeper

1. High school diploma or equivalent to the completion of twelfth grade; AND
2. Three (3) years of increasingly responsible storekeeping or warehousing experience at a level comparable to a Storekeeper with the District.

License or Certificate:

- Possession of a valid California class C driver's license.
- Possession of, or the ability to obtain, 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.