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 or direction, 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 or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Storekeeper - This classification is the first of three (3) levels within the storekeeper job 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.

Senior Storekeeper - This classification is the second of three (3) levels within the storekeeper job series. This class performs the full range of storekeeping and warehouse duties with only occasional instruction or assistance. The class is distinguished from the Lead Storekeeper by the latter’s performance of lead responsibilities over warehouse staff. Positions at this level receive 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 on completion and for overall results.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

➢ Receives incoming items; unloads trucks; checks that items have been sent pre-paid; inspects for damage and verifies purchase order number and quantity of items received against purchase order and packing slip; confirms accuracy of order; generates discrepancy form when necessary; identifies, marks, tags, records, and stores items in proper location using forklift, carts, pallets or hand trucks; notifies and coordinates with other departments for pick-up or delivery of special order parts.
➢ Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
➢ Performs the full range of duties at the issue counter; assists employees in completing material requisition form; identifies stock; generates pick ticket; pulls items from inventory; generates invoice; locates “stock out” items; receives orders by phone; logs in and returns items to stock.
➢ Performs the full range of laundry duties; counts, bundles, and logs quantity of items being sent for
cleaning; logs orders for missing or damaged uniforms; verifies quantities of returned cleaning; logs replacement uniforms; verifies, codes, signs, and processes invoices.

➢ Assists with inventory control; assists with “ABC” cycle counts; verifies inventory with cycle count quantities; prints variance reports; prepares and prints Sales Order Reports; transfers and adjusts inventory as needed.

➢ Receives materials from field personnel for return to stock and completes required documentation; processes items to return to vendors for repair, safety inspection and certification, etc.

➢ Enters data into the computerized record keeping system on all stock transactions.

➢ Contacts 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.

➢ Performs all work in accordance with established safety procedures, utilizing all required safety equipment.

➢ Maintains work area in a secure, clean, neat and orderly condition which may include sweeping, dusting and clearing debris.

➢ Reorganizes stock items and rotates shelves.

➢ Removes hazardous materials from District sites by ensuring proper paperwork for packaging and shipment.

➢ Performs related duties as assigned.

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.

➢ Basic mathematical principles and calculations.

➢ 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.

➢ Principles and practices of customer service and techniques for effectively communicating 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.

➢ Understand and follow oral and written instructions.

➢ Effectively communicate in person, over the telephone and in writing.
➢ Utilize a computer, relevant software applications and/or other equipment.
➢ Operate a motor vehicle and travel to various District sites, projects and/or meetings.
➢ Operate a forklift.
➢ Work extended hours, including nights, weekends and holidays when necessary.
➢ Work independently in the absence of supervision.
➢ Adhere to safe work practices and procedures in the workplace.
➢ 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 G.E.D.; AND
2. One (1) year of general storekeeping or warehousing experience.

Licenses and/or Certifications:
➢ Possession of a Valid California Class C Driver’s License.
➢ Possession of a Valid Forklift Certification.

Senior Storekeeper
1. High school diploma or G.E.D., supplemented by specialized training or coursework in materials management or a related field; AND
2. Three (3) years of work experience in storekeeping or warehousing.

Licenses and/or Certifications:
➢ Possession of a Valid California Class C Driver’s License.
➢ Possession of a Valid Forklift Certification.

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.

Standby and Call Back:
Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory; ability to travel to various District sites, projects and/or meetings; ability to operate a forklift; strength, stamina, and mobility to perform moderate to heavy 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.