



Storekeeper I/II

Class Code:
220, 221

DEFINITION

Under supervision (Storekeeper I) or general supervision (Storekeeper II) from an assigned Supervisor, and in compliance with all CAL-OSHA personal and equipment safety regulations, receives, ships, stocks, issues, and requisitions a wide range of materials, supplies, tools, parts, and equipment used for the installation, construction, and/or maintenance of a water distribution system; maintains inventory levels and accurate stock records; organizes and maintains safe, secure, neat, orderly, and clean storage areas both inside and outside of the warehouse; inspects and ensures the maintenance of assigned vehicles and equipment; safely operates District vehicles and warehousing equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Storekeeper I is the entry-level class in the Storekeeper series. Under close to general supervision, within a framework of established policies and procedures, incumbents perform basic storekeeping duties and receive training and experience in more difficult storekeeping activities. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by the assigned Supervisor. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Storekeeper II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Storekeeper I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Storekeeper II classification with demonstrated proficiency to meet the job requirements of the Storekeeper II classification.

Storekeeper II is the experienced, journey-level class in the Storekeeper series. Under general supervision, within a framework of established policies and procedures, incumbents are fully competent, with a high level of accuracy, to perform the full range of moderately difficult storekeeping activities. In addition, the incumbents may direct the activities of a Storekeeper I or other assigned personnel in a lead capacity. Assignments are given in general terms and are subject to review upon completion by an assigned Supervisor. There is significant latitude for independent judgment and action in well-defined areas of work.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs articles, as appropriate.
- Inspects incoming items for wear, damage, or defects; reports identified discrepancies or damage in materials received and notifies appropriate person if repairs or adjustments

are required; delivers inventory and non-inventory items purchased by satellite warehouses; notifies or delivers items received to addressee.

- Stores articles in established bins, racks, shelves, and/or at floor or yard sites; develops shelving systems for storage and retrieval as needed.
- Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
- Records receipt of new items in the District's inventory system as they are received; inventories stock as scheduled or required; posts and maintains records of stock received and issued; notifies superiors when supplies are getting low; coordinates with Accounting and participates in the annual physical inventory process; conducts a weekly accounting of uniforms.
- Safely operates a pickup truck to collect materials and supplies from suppliers and to make deliveries to field crews and other District facilities; operates a fork lift or other material handling equipment to load, unload, move, and stack materials, supplies, and equipment in enclosed and open storage areas.
- Packs and ships materials, supplies, tools, and equipment for return, repair, replacement, or scheduled maintenance; processes the return of materials to vendors or materials to be scrapped or junked.
- Operates an on-line computer system to access, input, and change inventory data and related information; enters all stock material issuances into the Districts computerized inventory system.
- Maintains logs and records of materials received, issued and in stock; prepares a variety of forms and records and obtains necessary signatures for stock issuance; performs other clerical duties associated with the storekeeping function and solves difficult problems such as tracing purchase documents or partial shipments.
- Co-ordinates activities with the Engineering Department on material needs for planned jobs; works with the Accounting Section on discrepancies in deliveries and to identify and anticipate transactional problems of a purchase or delivery; coordinates with the Purchasing Section on material purchases, inventory, and non-inventory items according to ACWD specifications and standards.
- Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.
- Stages most materials, supplies, and equipment for crews; assembles materials from requisition forms; loads and unloads equipment and supplies from trucks.
- Handles all issuances of construction meters (hydrant meters) to outside customers and processes receiving of returned construction meters following proper procedures.
- Generates re-order of inventory supplies and materials via electronic ordering system; develops purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for specific jobs.

Storekeeper I/II

- May determine material requirements from general item descriptions or from construction drawings or specifications, may contact vendors to determine availability of parts and equipment.
- Maintains the stock area, warehouse, and related areas in a clean and orderly condition; ensures the security of equipment and supplies in storage by locking up equipment as needed.
- Checks condition of all equipment returned upon completion of jobs; cleans, operates, and performs minor maintenance on a variety of power tools and equipment used in the salvage and disassembly of pipe units or fittings, which includes checking for loose belts, low fluid levels, worn hoses, and connections.
- Moves and transports office furniture; performs a variety of individual yard and warehouse assignments.
- May instruct other assigned personnel in storekeeping procedures.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a high school diploma or its equivalent; and

Storekeeper I: One (1) year of full-time work experience involving record keeping, handling of supplies and equipment, and contact with the public.

Storekeeper II: Either (1) One year of full-time experience equivalent to that of a Storekeeper I within the District and recommendation and approval of higher level supervisory and management staff; or (2) two years of responsible storekeeping experience equivalent to that of a Storekeeper I within the District.

Knowledge, Skills, and Abilities:

Knowledge of: basic principles and procedures of inventory control, shipping, and receiving; identification and use of common hand and power tools; safe procedures for moving heavy objects; tools, materials and equipment used in construction and maintenance work; units of weights and measures; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: learn and apply proper methods and practices used in ordering, receiving, shipping, and storing a variety of materials, supplies, tools, and equipment; learn to distinguish and identify specific types of water works materials, supplies, and equipment; perform mathematical calculations with speed and accuracy, including fractions and decimals; speak and understand basic English; read and write legibly; operate a vehicle observing legal and defensive driving practices; learn to safely operate forklifts, trucks, power tools, and other

warehousing equipment; enter data into a real-time operating system; quickly learn the operating requirements of the District's computer; establish and maintain accurate record keeping systems; lift and carry moderately heavy and bulky items; understand and follow oral and written instructions; perform essential duties of the job without causing harm to self or others; direct the work of less skilled employees and work independently in the absence of supervision; perform difficult mathematical computations, including fractions and decimals with speed and accuracy; maintain clerical supply records; safely operate a variety of motor vehicles, including pickup trucks and light forklifts; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Storekeeper II: (In addition to the above)

Working Knowledge of: the appropriate methods and practices used in receiving, storing, and issuing materials, supplies and equipment used in the water industry; methods inventory management; the identification of tools, materials and equipment used in water utility construction and maintenance work; units of weights and measures; use of common hand and power tools and material handling methods; job-related safety methods, practices, rules and regulations; proper English usage in verbal and written form; relevant policies, rules and governmental regulations.

Skill and Ability to: direct the work of less skilled employees and work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing; perform difficult mathematical computations, including fractions and decimals with speed and accuracy; maintain clerical supply records; safely operate a variety of motor vehicles, including pickup trucks and light forklifts; operate a computer and effectively use a variety of work-related software; effectively utilize the District's computer systems related to job duties and responsibilities.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess, or acquire within six months of employment, a California commercial driver's license, unrestricted Class "B" and have a satisfactory driving record.
- Must possess or have the ability to obtain and maintain appropriate forklift certification.

Working Conditions/Physical Requirements:

The essential duties of this job are performed in both a warehouse environment and outside in various weather conditions around moving vehicles and equipment with frequent exposure to high frequency noise, dust, allergens, chemicals and/or pesticides, grease/oil, fumes and gases. On a daily basis, the essential duties of the job require incumbents to climb, stoop, kneel, crouch, stand, and walk; to sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch, and grasp; to lift objects weighing up to 90 pounds; to carry, push and pull objects weighing up to 50 pounds; to hear and talk to receive and communicate information; to view a computer screen for extended periods of time and to see objects within one to twenty feet using a full field of vision, good depth perception and the ability to distinguish basic colors and shades of color; to occasionally perceive attributes of objects by touch and to work overtime on an as needed basis.

Storekeeper I/II

Approved: _____
Human Resources/Risk Manager