



JOB TITLE:	<b>STOREKEEPER - DISTRICT</b>	DIVISION:	<b>BRIDGE – PROCUREMENT</b>
REPORTS TO:	<b>BUYER</b>	EEO CATEGORY:	<b>06 – CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general supervision, receives, stores, and issues materials, supplies, equipment, tools, and parts for a specific District operation. Performs electronic inventory control and reconciliation and monitors running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use. Communicates any instances of low-level stock items to maintain adequate supplies and performs material handling and record keeping duties associated with store keeping. Performs related duties as assigned.

### Essential Responsibilities

- Receives and unpacks materials, supplies, equipment, tools, parts, verifying articles received against packing lists, invoices, and purchase orders; notes discrepancies, damages and/or defects
- Requisitions materials and supplies according to established limits; informs purchasing staff of problems regarding stock limits and product quality
- Performs daily cycle count inventories of stock items including system reconciliation
- Stores materials received in bins, on shelves, or in other appropriate locations or arranges for delivery to the proper District facility
- Issues materials, supplies, and other articles from stock, verifying information provided and authorization identification numbers, and recording amounts and proper code numbers on a computer bar-code system
- Operates material handling equipment to load, unload and move materials
- Identifies and inventories long life, major cost items such as furniture, power tools, test equipment, and electrical appliances, affixes appropriate asset stickers
- Assists in surplus sales by entering data, receiving, showing, and disbursing surplus items and taking and entering pictures of surplus items for on-line notification of bidding
- Assists District personnel in use of inventory vending machines
- Picks up incoming mail from post office box; sorts into appropriate interoffice mail boxes
- Picks up and delivers mail to administration offices and outlying District facilities. Delivers a variety of correspondence, documents, equipment, supplies, and other materials
- Processes outgoing mail, including sorting, weighing, and affixing proper postage using a postage meter



- Signs for and maintains records of certified, registered, express mail, and other special incoming or outgoing mail
- Develops and maintains cooperative, effective, productive, and tactful working relationships with District personnel and others in the course of the work
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Performs additional related duties as assigned.
  - Prepares quotes for recurring commodities in inventory
  - Solicits quotations for supplies and/or services
  - Corresponds with vendors regarding issues with deliveries/materials and work to correct
  - Sources items to assist buyer
  - Generates various reports from inventory system
- Regular and reliable attendance and performance required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
- Inventory record keeping, basic methods of inventory control and business arithmetic
- Safe working practices, including techniques for lifting safely
- MS Word and Excel
- State and local traffic laws and parking regulations
- Safe driving practices

### Ability to:

- Learn electronic inventory system and effectively operate with accuracy
- Operate a bar-code system
- Work independently and make sound judgments within established guidelines
- Rapidly learn commonly-used materials, equipment, and supplies required for District operation.
- Safely operate material handling equipment, including a fork lift
- Make accurate computations and maintain complete and accurate records
- Use a hand-held computer and a computer keyboard with sufficient accuracy to enter inventory data

## Minimum Qualifications

### **Education and/or Work Experience:**

- Two years full-time position related experience as a storekeeper, stock clerk, or material handling experience in a warehouse environment
- Computerized inventory control/management experience



### **Required License:**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis. (drives District Vehicles and Cushman Scooters)
- Must possess ability to become certified in forklift operation and safety

### **Physical Requirements:**

- May stand during entire shift
- Frequent bending and lifting boxes weighing up to 50 pounds, twisting and turning, maneuver heavier materials and supplies with proper equipment
- Willing and able to work outside in inclement weather conditions
- Willing and able to work in a fast paced environment