

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

STOREKEEPER

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees' Association
Probationary Period:	One Year	Approved by City Council: 1-20-09
Classification Series:	Field Services	Resolution No.: 2009-09
FLSA Status:	Non-Exempt	

*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.*

DEFINITION

Under the supervision of the Equipment Mechanic Supervisor this position is in charge of the operations of stores warehouse; performs routine manual and clerical work in the receipts, storage, and issuance of supplies and materials and maintenance of inventory levels; maintains offices, warehouse, storage areas and performs other related duties.

EXAMPLE OF DUTIES

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

- Receives, unpacks, inspects and checks quantity and quality for conformity to purchase order and stores materials received;
- Receives salvage and surplus items for storage and disposal;
- Issues supplies and materials according to requisition;
- Compiles simple usage reports;
- Maintains record of stock received, issued, and on hand, and maintains stock in stores to inventory usage level;
- Requisitions for purchase supplies and materials and consolidated or groups related supplies and materials;
- Organizes physical layout of warehouse and storage areas;
- Types purchase orders and reports;
- Performs custodial duties in the areas as may be required;
- Maintains fuel pump dispensers, keeps records, purchases fuel, maintains pump inspections, over-sees vendors repairs on pumps;
- Pick up parts for divisions as requested;
- Must be able to operate a skip loader;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Considerable knowledge of routine storekeeping methods;
- Working knowledge of tools, materials and supplies and their uses;

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Skills:

- Training in the operation of forklift equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Keep simple records and perform mathematical computations and recording of figures accurately;
- Follow established routine or policy;
- Follow written and oral directions, and communicate clearly; communicate effectively orally and in writing;
- Deal calmly with rude or angry people;
- Willingness to work overtime as requested;
- Handle confidential information with discretion;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Establish and maintain smooth and effective working relationships;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)
- Forklift Certification must be maintained and is required as a condition of continued employment;

Experience:

Two (2) years experience as storekeeper or warehouse worker, or other experience affording knowledge physical and clerical routine of warehousing and maintaining simple records; or any equivalent combination of experience and training.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.