

NEVADA IRRIGATION DISTRICT

STOREKEEPER - Range A73 – BOD 10/10/12

*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

To perform a variety of inventory control functions including receipt, storage, requisition and disbursement of materials, tools, supplies, parts, and equipment used for District operations; to operate a variety of material handling equipment in the loading and unloading of supplies and materials for shipment; and to deliver requested materials to appropriate District offices and sites in a safe and timely manner.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Storekeeper series. Employees within this class perform the full range of duties as assigned including maintaining storerooms, restocking supply areas, and receiving and distributing equipment and materials. Employees 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.

This class is distinguished from the Senior Storekeeper in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager; receives technical and functional supervision from the Senior Storekeeper.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Receive, inspect, sort, and stock materials, supplies, tools and equipment in accordance with District inventory procedures; verify articles received against purchase orders, requisitions and freight documents including counting, weighing, or measuring articles; inspect incoming materials to ensure compliance with specifications and document, track, and report discrepancies or damage in materials received.
2. Assist contractors and District employees in selecting materials appropriate to their needs.

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Essential Functions: *(Continued)*

3. Maintain appropriate inventory records; conduct periodic and on-going inventory of stocked items; reconcile and balance the physical inventory of stored materials and equipment to the computerized inventory catalog and reports; assign identification numbers to supplies and assets.
4. Dispense and issue items and post quantity of items to inventory control tags and automated systems; record return of materials; periodically check levels of material and supplies to determine if adequate supplies are available.
5. Operate a variety of equipment related to packing, unpacking, and moving materials, including forklifts, hand trucks, carts, loaders, and various hand power tools.
6. Load, unload, pick up, deliver, collect and transport a variety of materials, tools and equipment.
7. Pack and ship outgoing materials, deliver chemicals; load and unload hazardous materials.
8. Select proper storage areas for new stock; post and record areas as required; store surplus materials and prepare for auction or disposal.
9. Maintain storeroom and warehouse facilities in a clean and orderly manner; ensure security of equipment and supplies kept in storage.
10. Update and maintain procedure manual and material safety data sheets (MSDS).
11. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
12. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, supplies, and equipment used in the construction and maintenance of a water distribution system.

Inventory control principles and procedures, including proper and safe storage of a variety of materials, and equipment.

Principles and practices of shipping and receiving.

Basic mathematical principles, including the calculation of weights and measurements.

Modern office equipment including use of applicable computer applications.

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Knowledge of: *(Continued)*

Principles and practices of effective customer service.

Principles and practices of record keeping.

Ability to:

Perform a variety of inventory control duties related to the receipt and storage of materials, tools and supplies used in District operations.

Distinguish and identify specific water distribution system materials, supplies, and equipment.

Perform detailed and accurate record keeping in the maintenance and inventory control of warehouse and storage facilities.

Operate material handling equipment in a safe and effective manner.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

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

Experience:

Two years of responsible material handling and inventory control experience.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

Possession of certification as a forklift operator within one year of appointment.

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WORKING CONDITIONS

Environmental Conditions:

Work is performed in indoor and outdoor environments subject to typical office noise.

Physical Conditions:

Essential functions may require physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem materials and/or equipment; identify and locate materials and supplies; interpret work orders; remember equipment location; explain jobs to others; handle conflict.