

## CITY OF CARSON

**Title:** STOREKEEPER

**Job Summary:**

Performs entry level storekeeper work receiving, maintaining and distribution materials.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Issues parts and equipment from parts room, recording part description, number, and price on repair order.
2. Maintains daily inventory of oil, parts and equipment used.
3. Contacts vendors for stock orders.
4. Uses parts manuals in files, and old repair orders to find seldom used or obsolete parts, and calls vendors for price and availability.
5. Signs for incoming stock, tagging and stocking said stock on shelves.
6. Takes and picks up city vehicles to and from vendors, vehicles that are in need of repair, tire changing, front end alignment, etc.
7. Takes damaged city vehicles to vendors for damage repair estimates.
8. Performs daily maintenance of stock room.
9. Performs daily parts vehicle check.
10. Determines with storekeeper rush pick-ups.
11. Determines with mechanics what parts of supplies are needed.
12. Participates in yearly inventory, checking all stock, making sure it's tagged, priced correctly, in correct location (shelf), and indexed on inventory card.
13. Maintains inventory records and files.
14. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from high school or trade school or equivalent. Approximately one (1) year of full-time paid experience in inventory control, record keeping, issuing and receiving supplies and equipment..

**Knowledge of:**

- . Principles and practices of storekeeping, inventory control and record keeping systems.
- . Office supplies, materials, tools and equipment employed in municipal operations.
- . Safety and safe work practices.
- . Hazardous materials handling, storage and disposal.

**Skill and Ability to:**

- . Maintain accurate and current records of stock levels and transactions.
- . Use a variety of reference information including catalogues and indexes.
- . Perform arithmetic computations.
- . Follow warehouse procedures.
- . Understand and carry out oral and written directions.
- . Meet approved minimal physical and medical standards.
- . Demonstrate physical endurance, agility, and strength necessary to perform manual labor.
- . Establish and maintain effective working relationships with others.

**License and Certificate:**

Possession of a valid California Class III driver's license and must be insurable by the City's insurance carrier.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . Is subject to inside and outside environmental conditions.
- . May be required to use personal vehicle in the course of employment.