

STORES SPECIALIST WAREHOUSE WORKER/DELIVERY DRIVER

DEFINITION

Occupants of this classification are in the classified service. ~~These positions are~~ responsible for ordering, receiving, ~~storing~~, inventorying, delivering, retrieving, accounting for, and issuing ~~from the central warehouse goods, vehicle and equipment-related parts, goods and supplies stock for the use of the Equipment Maintenance and Fleet Services Division and~~ to City departments.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to a Warehouse Supervisor.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Receives deliveries of supplies, materials, and equipment, and ensures the accuracy of quantity and nature of good received.
2. Unpacks, tags, and stores all incoming materials and supplies.
3. Receives incoming items for fixed asset tagging before delivery to departments.
4. Operates a forklift in loading, storing, and issuing supplies in the warehouse.
5. Picks up materials from vendors and delivers to the central warehouse. Packs and delivers supplies to operating departments.
6. Issues and distributes goods and vehicle parts to ~~the~~ Equipment Maintenance/Fleet Services, Shop and City departments and work crews.
7. Utilizes multiple a computerized inventory data entry/retrieval systems to process transactions ~~monitor central stores inventory~~. Reads and interprets computer reports relating to accessibility availability of stock warehouse items.
8. Expedites vendor deliveries and places stock inventory orders when requested by the supervisor. As needed, follow-ups with vendors to confirm delivery dates and updates required records and systems.
- ~~7.~~9. Contacts local and out-of-state vendors to research competitive prices for inventory and special order items.
- ~~10.~~ Maintains an inventory system. Records all receiving and issuing transactions. Maintains proper stock inventory levels by determining reorder levels points and initiating requisitions to replenish supplies stock requests for purchase.
- ~~8.~~11. Packs, tags, and ships outgoing equipment, goods, and supplies for returns, surplus, or auction.
- ~~9.~~12. Receives incoming items for fixed asset tagging before delivery to departments.
13. Recommends ~~necessary~~ improvements to layout of storage facilities and methods of inventory control.

- 10-14. Assists in conducting regular and annual complete physical inventory counts and reconciling to system records.
- 11-15. Maintains the annual/blanket purchase orders for central stores.
- 12-16. Maintains the warehouse in a clean and orderly condition.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Best practices in Shipping, receiving, maintaining electronic inventory records, conducting physical inventory, and preparing inventory reports/procedures.
- Inventory software applications.
- Basic automotive parts.
- Warehouse and delivery equipment, including but not limited to, hand jack, forklift and cargo van.
- Operate warehouse equipment including computers.

Skill and Ability to:

- Read and interpret computer generated reports.
- Perform heavy, physically demanding work for lengthy and continuous periods of time.
- Work various shifts which may include evenings and/or weekends.
- Keep accurate electronic receiving and inventory records of tools, equipment, supplies, and materials received, stored, and issued.
- Plan arrangement of stores Identify and physically hand/handle a variety of materials, vehicle parts, and equipment.
- Operate personal computer and other office equipment
- Operate warehouse equipment including a motor and hand powered forklift, hand trucks, dollyies, and delivery trucks van.
- Load, unload, and distribute goods, materials and supplies.
- Conduct a physical inventory countproperty.
- Follow written and verbal directions.
- Work effectively with supervisors, the Purchasing Officer and fellow employees, vendors and members of the public.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. Automotive Service Excellence (ASE) Parts Specialist certification is desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and one (1) year some experience in working in a warehouse and receiving, storing, and accounting for goods and supplies stock, and preferably vehicle parts.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- 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.
- Require the ability to walk long distances.
- Require vision (which may be corrected) to read small print.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May be required to work within enclosed spaces or at heights above ground level.
- Is subject to office and outside environmental conditions.
- May be assigned to work evening and/or weekend shifts.