



JOB TITLE:	<b>LEAD 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 the general direction of the District Buyer, supervises storeroom activities and Storekeepers. Performs responsible work in the procurement, requisitioning, receipt, storage and inventory of materials, supplies and equipment; and performs related duties as required.

## Essential Responsibilities

- Supervises the issuing of materials, equipment, and tools as needed by Bridge, Bus and Ferry Division personnel.
- Supervises the receiving of materials, supplies, equipment, and tools.
- Supervises the bar-code system; ensures the proper use of internal controls.
- Assigns duties to storekeepers as directed; ensures adherence to rules and policies such as starting, quitting and break times.
- Writes performance appraisals for Storekeepers.
- Receives and unpacks materials, supplies, equipment, tools, parts, verifies articles received against packing lists, invoices, and purchase orders; notes discrepancies, damage and/or defects.
- Supervises the computerized posting of all receiving and maintains supporting digital files.
- 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 of 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.
- Initiates purchasing requisitions for parts and supplies used in general stock.
- Identifies and inventories long-life, major cost items such as furniture, power tools, test equipment and electrical appliances; issues fixed asset tags, completes fixed asset forms, affixes asset stickers to assets, or distributes to appropriate personnel if assets are off-site.
- Responsible for credit card reconciliation by obtaining and organizing receipts for credit card purchases, uploading them to the credit card company’s website, and reconciling the credit card charge with the receipts and the District purchase order.



- Supervises the storage and disposition of items sent to auction.
- Inspects work completed for quality and quantity of work performed, including records.
- Refers any problem(s) to District Buyer and recommends required action(s).
- Assists District Buyer in inventory control with emphasis on lead time, safety stock, material turnover, cost and importance to operation through daily posting, manual inventory and corrections to computer counts.
- Supervises the annual District supplies inventory counts.
- In absence of a Storekeeper, the Lead Storekeeper is to fully perform all duties of the Storekeeper.
- Drives delivery cart, fork lift and other District vehicles on and off District property.
- Ensures that employees under his or her supervision follow and comply with all established safe work practices and rules.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Modern supervisory and management principles and practices
- Principles and methods of inventory control, warehousing procedures, and business math
- Occupational health and safety rules and working practices applicable to this position, including techniques for lifting safely
- Safe working practices in a warehouse and stores environment
- Inventory control records management procedures
- District policies and procedures

### Ability to:

- Organize work, manage multiple priorities, and meet deadlines
- Use standard modern office equipment
- Rapidly and effectively shift from one task to another and then back again due to frequent interruptions from deliveries and stock requests
- Rapidly learn all applicable software programs used in the course of the work
- Use a computer terminal and hand-held computer/bar-code reader with accuracy and speed
- Effectively supervise Stores personnel in all day-to-day activities
- Work independently and make sound judgments within established guidelines
- Communicate effectively both orally and in writing with personnel at all levels within and outside the District



## Minimum Qualifications

### Education and/or Work Experience:

- Four years' recent full-time position related storekeeping experience using a computerized inventory control and bar-coding system, and performing warehousing activities on a regular basis
- One year of supervisory experience, preferably in a warehouse environment

### Required License(s):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. Operates District vehicles on a daily basis
- Must possess ability to become certified in forklift operation and safety during introductory period.

### Physical Requirements:

- May stand during entire shift
- Frequently lift boxes weighing up to 50 pounds and 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