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 general supervision, receives, stores, and issues materials, supplies, equipment, tools, and parts for a specific District operation. Receives and delivers merchandise. Informs Chief Storekeeper of low-level stock items to maintain adequate supplies; and performs related work as required. Performs material handling and record keeping duties associated with store keeping. Monitor running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use.

**Essential Responsibilities**

- Receives and unpacks materials, supplies, equipment, tools and parts. Verifies articles received against packing lists, invoices and purchase orders; notes discrepancies, damage and/or defects.
- Requisitions materials and supplies according to established limits; informs Chief Storekeeper of problems regarding stock limits and product quality.
- Consistently and constantly prioritizes assignments to ensure smooth operation of the warehouse.
- Stores materials received in bins, on shelves, or in other appropriate locations or arranges for the appropriate delivery of the received materials.
- Issues materials, supplies, and other articles from stock through Computerized Inventory Management System.
- Operates material handling equipment to load, unload and move materials.
- Identifies and inventories long life, major cost items such as furniture, power tools, test equipment and electrical appliances, affixes appropriate asset stickers.
- Assures the security of assigned District property; keys, locks, signs.
- Takes regular or daily cycle count(s) of the Bus Stores inventory.
- Develops and maintains cooperative, effective, productive and tactful working relationships with District personnel and others in the course of the work.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- 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:**
• Occupational health and safety rules and working practices applicable to this position, including techniques for lifting safely
• Standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
• Basic methods of inventory control
• Diesel or auto parts
• Inventory management software programs preferred

**Ability to:**
• Make accurate calculations and maintain complete and accurate records
• Navigate effectively through parts manuals
• Drive manual shift vehicles, forklifts, and a one ton pick-up truck
• Work independently and make sound judgments within established guidelines
• Work any shift
• Rapidly learn commonly-used materials, equipment and supplies required for District operation
• Safely operate material handling equipment, including a fork lift, hand dolly and motorized pallet jack
• Remain calm, courteous and professional in all situations
• Work effectively with co-workers and maintain a cooperative and professional working environment

**Minimum Qualifications**

**Education and/or Work Experience:**
• Two years full-time position related experience in storekeeping with one year in bus diesel parts or diesel truck parts – OR - two years automotive parts experience, involving record keeping and warehouse activities including forklift operation or the equivalent combination of training and experience
• Computerized inventory control/management/software experience required

**Required License(s):**
• Must possess and maintain a current, valid California driver's license and satisfactory driving record
• No DUIs or reckless driving infractions within the last 7 years
• No more than 2 moving violations within the last 3 years
• Must possess ability to become certified in forklift operation and safety
• Operates District vehicles on a daily basis
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