



JOB TITLE:	MARINE STOREKEEPER	DIVISION:	FERRY
REPORTS TO:	FERRY MAINTENANCE MANAGER	EEO CATEGORY:	06 – CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	LARKSPUR

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 maintains materials, equipment, tools, fuel, oil, paint, parts, and other supplies; and issues same as required. Performs material handling and record keeping duties associated with storekeeping. Maintains running stock levels through a computer-based inventory management system to ensure materials and supplies will be available for operating department use.

Essential Responsibilities

- Compiles records of requisitions and parts issued; and requisitions materials and supplies according to established limits.
- Informs Senior Buyer of low-level stock in order to maintain adequate supplies.
- Issues District supplies to administrative employees as requested and keeping accurate records of each item dispensed.
- Issues parts and tools needed to Mechanics and Maintenance Deckhands; keeps proper records of each part and/or item dispensed; and issues cleaning supplies needed to servicers and janitors.
- Maintains up to date service bulletins and changes made by manufacturer, correlating all new and innovative parts for everyday application, and expedites orders through vendor.
- Records new part numbers with accurate descriptions as well as price changes, and establishes inventory levels.
- Stores and arranges materials received in bins, on shelves, or in other appropriate locations, and/or arranges for delivery to the proper facility.
- Tracks inventory that is sent out for Third party reconditioning.
- Maintains and manages vehicle master key cabinet.
- Manages vending machines for consumable products.
- Ensures the safe operation of material handling equipment such as fork lifts.
- Receives and unpacks materials, supplies, equipment, tools, and parts.
- Verifies articles received against packing list, invoices and purchase orders and notes discrepancies, damage and/or defects. May contact vendor to resolve discrepancies and begin paperwork for credit adjustment.
- Packs, crates, and boxes materials for shipping.



- Takes part in formal annual inventory and frequent informal as required inventories.
- Encodes Mechanics' signed out parts requisition/s into the system.
- Keeps Ferry vehicle maintenance records and coordinates vehicle maintenance of Sausalito, SF Terminal and Larkspur vehicles with Bus Non-Revenue Shop.
- Maintains vessel upholstery, fabric and related stock and coordinates repair of same with Bus Trim Shop.
- Receives fuel trucks and configures fuel farm to allow for the filling of fuel storage tanks as well as the fueling of vessels.
- Prepares monthly fuel usage based on inventory reports for proper distribution.
- Maintains, updates and distributes MSDS sheets for Right to Know stations and files.
- Affixes capital asset stickers to Ferry division equipment and maintains records of same.
- Maintains a clean and orderly storeroom, warehouse, pump house, and other storage areas.
- 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 required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Occupational health and safety rules and working practices applicable to this position.
- Standard methods and practices used in receiving, storing, and issuing parts materials, supplies and equipment.
- Mechanical concepts and parts relationships.
- MS Word and Excel.
- Commonly-used materials, equipment and supplies required for District Ferry operation.

Skill in or Ability to:

- Facilitate inventory record-keeping and basic methods of inventory control
- Use calculator.
- Make accurate computations, and maintain complete and accurate records.
- Operate forklifts and stick shift vehicles such as pick-up trucks and/or vans.
- Work independently and make sound judgments within established guidelines.
- Communicate effectively in both verbal and written form.
- Use computerized record systems, personal computers, and to learn software programs applicable to the department
- Follow the safety and health rules and safe working practices applicable to the job.



Minimum Qualifications

Education and/or Experience:

- Two (2) years of full-time position related experience as a storekeeper, stock clerk, or material handling experience in a warehouse environment.
- Computerized inventory control/management experience is highly desirable.
- Experience in marine industry and familiarity with specialized maritime systems is highly desirable.
- Experience in handling hazardous materials is desirable.

Required License:

- Must be able to get certified in fork-lift safety and operation within the six-month introductory/probationary period.

Physical Requirement:

Requires frequent and extensive physical activities such as standing, bending and lifting boxes weighing up to 50 pounds, twisting, turning, pushing/pulling, maneuvering heavy materials and supplies with proper equipment, and other movements related to essential duties. Willing and able to work outside in inclement weather conditions. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment.