

# INTERNAL POSTING



**POSITION:** **STOREKEEPER - BUS (PS101579)**  
Position is represented by Teamsters Local #1414  
Position is located in San Rafael, CA

**SALARY:** **Day Shift \$36.65 per hour**  
**Swing Shift \$36.65 per hour + 10% differential pay**  
**Graveyard Shift \$36.65 per hour + 15% differential pay**  
**40 hour work week**  
**(Employee pays 7% of salary/wage toward CalPERS retirement plan)**

**OPEN TO:** **All Qualified District Employees and Union Referrals (Current Members of Local #1414 only)**

**DATE POSTED:** **Wednesday, January 12, 2022**

**CLOSING DATE:** **Thursday, January 20, 2022**

**OPENINGS:** **One (1) and to Create an Eligibility List**

## **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. Performs related duties as assigned.

## **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:**

- 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

**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 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

**Skills or 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

**PHYSICAL REQUIREMENTS:**

- May stand during entire shift
- Frequently lift boxes weighing up to 50 pounds and maneuver heavier materials and supplies with proper equipment

**PHYSICAL REQUIREMENTS (Continued):**

- Willing and able to work outside in inclement weather conditions
- Willing and able to work in a fast paced environment

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**APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

**The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).**

*All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.*

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- 1. GGBHT Online Employment Application.**
- 2. Resume** (Scan and attach as PDF to your online application).
- 3. Union letter of referral** for External Applicants ONLY (Scan and attach as PDF copy to your online application).
- 4. DMV K4** Printout dated within 30 days from the date of job posting (Scan and attach as PDF to your online application.)
  - For **External Applicants:** DMV K4 Print-out dated within 30 days from the date of job posting (Scan and attach as PDF to your online application)\*
  - For **Internal Applicants** who are part of the Pull Notice Program, the Human Resources Department will request the applicant's DMV report.

*\*NOTE: ONLY DMV K4 reports will be accepted. A DMV K4 printout report **MUST** come from any DMV office. A complete DMV K4 report has the word **\*\*\*END\*\*\*** in capital letters at the end of the report. K4 reports that state: Unable to Print Entire Record will not be accepted. Request that the DMV provides you with a complete DMV K4 report with the final page that states **\*\*\*END\*\*\****

**THE SELECTION PROCESS FOR THIS POSITION may include: \*\***

- Oral Panel Interview
- Department Interview for Final Candidates
- Background, Employment and Security Investigation

**\*\*The District will only invite those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.**

**AN EQUAL OPPORTUNITY EMPLOYER**

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

Revised: 01/12/2022 AD

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Human Resources Department  
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