



JOB TITLE:	STOREKEEPER - DISTRICT	DIVISION:	BRIDGE – PROCUREMENT
REPORTS TO:	BUYER	EEO CATEGORY:	06 – CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

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. Performs electronic inventory control and reconciliation and monitors running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use. Communicates any instances of low-level stock items to maintain adequate supplies and performs material handling and record keeping duties associated with store keeping. Performs related duties as assigned.

Essential Responsibilities

- Receives and unpacks materials, supplies, equipment, tools, parts, verifying articles received against packing lists, invoices, and purchase orders; notes discrepancies, damages and/or defects
- Requisitions materials and supplies according to established limits; informs purchasing staff of problems regarding stock limits and product quality
- Performs daily cycle count inventories of stock items including system reconciliation
- 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 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
- Identifies and inventories long life, major cost items such as furniture, power tools, test equipment, and electrical appliances, affixes appropriate asset stickers
- Assists in surplus sales by entering data, receiving, showing, and disbursing surplus items and taking and entering pictures of surplus items for on-line notification of bidding
- Assists District personnel in use of inventory vending machines
- Picks up incoming mail from post office box; sorts into appropriate interoffice mail boxes
- Picks up and delivers mail to administration offices and outlying District facilities. Delivers a variety of correspondence, documents, equipment, supplies, and other materials
- Processes outgoing mail, including sorting, weighing, and affixing proper postage using a postage meter



- Signs for and maintains records of certified, registered, express mail, and other special incoming or outgoing mail
- 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
- Performs additional related duties as assigned.
 - Prepares quotes for recurring commodities in inventory
 - Solicits quotations for supplies and/or services
 - Corresponds with vendors regarding issues with deliveries/materials and work to correct
 - Sources items to assist buyer
 - Generates various reports from inventory system
- Regular and reliable attendance and performance required

Required Knowledge, Skills and Abilities

Knowledge of:

- Standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
- Inventory record keeping, basic methods of inventory control and business arithmetic
- Safe working practices, including techniques for lifting safely
- MS Word and Excel
- State and local traffic laws and parking regulations
- Safe driving practices

Ability to:

- Learn electronic inventory system and effectively operate with accuracy
- Operate a bar-code system
- Work independently and make sound judgments within established guidelines
- Rapidly learn commonly-used materials, equipment, and supplies required for District operation.
- Safely operate material handling equipment, including a fork lift
- Make accurate computations and maintain complete and accurate records
- Use a hand-held computer and a computer keyboard with sufficient accuracy to enter inventory data



Minimum Qualifications

Education and/or Work Experience:

- Two years full-time position related experience as a storekeeper, stock clerk, or material handling experience in a warehouse environment
- Computerized inventory control/management experience

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (drives District Vehicles and Cushman Scooters)
- Must possess ability to become certified in forklift operation and safety

Physical Requirements:

- May stand during entire shift
- Frequent bending and lifting boxes weighing up to 50 pounds, twisting and turning, 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