



POSITION: **STOREKEEPER - DISTRICT (PS101526)**
Position is located at the Administration Building
Golden Gate Bridge Toll Plaza, San Francisco, CA

SALARY: **\$31.52 to 38.11 per hour plus benefits, 40 hour work week**
(Employee pays 7% of salary/wage toward CalPERS retirement plan)

OPEN TO: **All Qualified Applicants**

DATE POSTED: **Tuesday, April 14, 2021**

CLOSING DATE: **Tuesday, April 27, 2021**

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. 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.

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

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

ESSENTIAL RESPONSIBILITIES (Continued):

- 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

Skills or 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

PHYSICAL REQUIREMENT:

- 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
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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

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.

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. Cover Letter demonstrating applicable work experience (Scan and attach as PDF to your online application)
3. Resume (Scan and attach as PDF 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 H6 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: 04/13/2021 AD

HR Administration
Human Resources Department
1011 Andersen Drive
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