

## UTILITY STOREKEEPER I

### **NATURE OF WORK IN THIS CLASS:**

This is responsible manual and clerical work in the operation of warehouse containing a variety of items for the utility.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Receives, examines, and records the receipt of goods for the utility; unpacks and stores goods in proper areas.

Process work orders via JD Edwards system. Processing to include verification of account numbers and updating utility inventory ledger.

Review and Receive Supply Issue Receipt (SIR) for completeness; return those lacking accounting and material information to end user for corrections.

Prepare and issue materials in support of the utility, such as concrete poles, transformers, wires, hardware and generation parts.

Posts incoming or outgoing stock to inventory records; takes physical inventory of stock; prepare for annual inventory by ensuring materials are properly labeled and in their assigned locations.

Initiates requisitions for replenishment of stock; handles shortage and damage claims.

Operates forklifts, trucks, or other equipment in the receipt and storage of supplies; may pick up or deliver supplies.

Maintains storage or bin areas requiring climbing ladders, reaching and lifting of heavy items.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the methods of receipt, requisitioning, handling, storing, and issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the safe operation of light equipment and other motor vehicle may be required for some assignments.

### **MINIMUM EXPERIENCE AND TRAINING:**

A. One year of experience in a stockroom or warehouse operation; or

- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license may be required.

Established: October 2017



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**JOSEPH T. DUENAS, Chairman**  
**Consolidated Commission on Utilities**