

UTILITY STOREKEEPER II**NATURE OF WORK IN THIS CLASS:**

This is complex storekeeping work involved in the operation of complete warehouse receiving, storing, and issuing large volumes of highly complex and diverse items for the utility.

Employees in this class often serve as team or group leaders over less experienced staff.

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.)*

Leads storekeeping staff and participates in the receiving, checking, storing, inventory, and issuing of materials and supplies for utility on its computerized inventory systems, JD Edwards System; post issued materials adjusting inventory system.

Organizes storage areas for efficient, logical and safe storage of materials and supplies, such as transformers, cutouts, utility meters, office equipment, etc.

Inspects incoming supplies and materials for quality, quantity and damaged goods; recommends method of disposal for items not reusable.

Receives and reviews requisitions, issues item requested and may make substitution of items.

Requisitions materials or supplies to maintain sufficient quantity on hand. Performs periodic inventory count of assigned stocks for the utility alert Inventory Management Officer to initiate replenishment process.

Recommends repair, replacement, or purchase of new equipment.

Operates forklift, trucks, and other motor vehicle.

May make direct purchases as necessary.

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 lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to lift heavy objects.

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Ability to prepare and maintain inventory records.

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

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years 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



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities