

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Storekeeper
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GENERAL PURPOSE

Under direction, leads and participates in the work of employees engaged in the receipt, storage, issuance, inventory, and delivery of materials, supplies, parts, tools, and equipment used in the construction, maintenance, and repair of water production, treatment, storage, and distribution systems and facilities; oversees the inventory replenishment process; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Storekeeper series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective storekeeping and warehouse operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Warehouse Manager. Exercises technical and functional direction over and provides training to lower-level staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, schedules, leads, and participates in the work of employees engaged in the operation of the District's central warehouse facility, receiving, storing, issuing, inventorying, and delivering a wide variety of material, supplies, parts, tools, and equipment used in the construction, maintenance, and repair of water works systems and facilities.

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- Provides technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial action to be taken; may lead the work of others as a project leader.
- Oversees the inventory replenishment process which involves reviewing and approving the order of materials and supplies to maintain a balanced inventory; makes adjustments to minimum and maximum amounts as required.
- Utilizes and maintains a comprehensive computer based inventory system; instructs and trains employees in the operation of the District's computerized inventory and ordering system.
- Manages, activates, repairs, and upgrades all District mobile telephones.
- Prepares and distributes a variety of reports on assigned operations.
- Inspects work sites to ensure established policies, procedures, and safety practices are observed.
- Provides assistance to departments for materials planning and requirements.
- Where appropriate, offers recommendations for substitute items to complete materials requirements.
- Researches delays or pending deliveries, delivery dates, cancellation of orders, and directs necessary work to procurement staff.
- Operates forklifts, pallet jacks, hand trucks, and other light equipment in the storage and delivery of material, supplies, and parts.
- Instructs and trains employees in their duties and tasks and the safe and proper operation of tools and equipment used in the warehouse, including forklifts, pallet jacks, and hand trucks.
- Retrieves, stores, records, and schedules for removal, all of the District's hazardous waste materials/universal waste.
- Assists with coordination of public surplus auctions.
- Performs the duties of a Storekeeper I/II as required.
- Maintains operations during supervisor's absence including approving employee leave requests, attending meetings with vendors, and answering questions.
- Maintains records and files.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Materials, supplies, equipment, and tools used in the construction, maintenance, and repair of water works systems and facilities.
- Principles and practices of inventory control and management.
- District procurement policies as they relate to assigned areas of responsibility.
- Stock and inventory control, including requisitioning, receiving, storing, and issuing materials and equipment.
- Operational characteristics of a diverse range of mobile communication devices
- Record keeping and filing systems.
- Operation of standard warehouse and storeroom equipment including computers and technical equipment.
- Hazardous waste identification and proper safe storage.
- Mobile telephones and service providers.
- Principles of providing functional direction and training.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and perform inventory control duties.
- Generate a variety of reports on operations.
- Maintain comprehensive files and records.
- Ensure the warehouse is maintained in a neat and tidy manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Properly and safely operate warehouse equipment, such as forklifts, pallet jacks, and hand trucks.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

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- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Three (3) years of progressively responsible experience providing clerical and technical support to a comprehensive warehousing and storekeeping function, one (1) year of which should be in a lead capacity.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Forklift Operator certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; color vision to identify parts and materials; hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to warehouse operations, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate District

equipment; vision to inspect site conditions and work in progress. The job involves frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging weights of up to 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a warehouse environment and are exposed to loud noise levels, cold and hot temperatures, moving vehicles, chemicals, exposure to vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Storekeeper. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____