



Office of Human Resources
Stockkeeper III - CJ2605
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General Statement of Duties

Performs full performance level stockroom duties, which includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

Distinguishing Characteristics

The Stockkeeper III is distinguished from the Stockkeeper II who receives and issues stock items and is distinguished from the Stockroom Supervisor who supervises Stockkeepers engaged in stockroom activities.

Level of Supervision Exercised

None

Essential Duties

Works with vendors to order stock items, verifies invoices and P-Card statements for accounts payable, and determines shipment priority.

Researches stock and parts item numbers, descriptions, quantities, prices, labor and freight charges, and contacts vendors to solicit bids and order stock items in order to maintain adequate stock levels and repair equipment.

Uses a computer database to identify and resolve pricing, receiving, and issuing discrepancies to ensure balancing of the inventory. Reconciles inventory balances with a variety of reports and supporting documentation.

Approves purchase orders and emergency service requests up to a set dollar amount and must have supervisor or management approval for expenditures that exceed authorization level.

Reviews service bid contracts to ensure purchase orders are within compliance of stated contract objectives.

Data enters requisitions and accounts payable to ensure proper coding of funding sources and accuracy of documentation.

Tracks purchase orders through the pay-to-procure approval process.

Determines kinds and quantities of stock items to be ordered based on current and projected usage, availability of stock from vendors, storage capabilities, user requirements, and projected cost saving.

Prepares requisitions for ordering special items, checks inventory for acceptable substitutes, researches vendor catalogs, the internet, and other available information to identify sources for special items.

Performs inventory control utilizing a computer, physically counts inventory stock items to verify stock levels, and identifies and prepares surplus reports for disposal, sale, or return of stock items.

Create reports to identify stock items that need to be replenished.

Maintains and ensures the security of the stockroom and warehouse.

Assists in the training of employees to identify parts, materials, and perform computer functions.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of stockroom experience receiving, stocking, issuing, and maintain inventory records of parts, equipment, supplies, or materials, to include purchasing experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Temperature Changes: Variation in temperature from hot to cold when works in the field.

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Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Subject to burns and cuts

Personal Safety: aware of surroundings, people, and events.

Occasional pressure due to multiple calls and inquiries.

Noise: Sufficient noise to cause distraction or possible hearing loss.

Handles emergency or crisis situations.

Handles absentee replacement on short notice.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to hot and humid work environment.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to heat temperatures

Potential exposure to hazardous/toxic chemicals.

Potential exposure to dust.

Potential exposure to cold weather conditions (indoor/outdoor)

Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.

Subject to many interruptions.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands and feet.

Color Vision: ability to distinguish and identify different colors.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distance and space relationships.
Eye/hand/foot coordination: performing work through the use of two or more.
Field of Vision: Ability to see peripherally. Ability to adjust vision to bring objects into focus.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding grasping, or otherwise working with hands and fingers.
Hearing: perceiving the nature of sound by the ear.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing: exerting force upon an object so that the object is moving away from the person.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Standing: remaining on one's feet in an upright position.
Stooping: bending the body by bending spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far acuity: ability to see clearly at 20 feet or more.
Vision Near acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-616
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: