



Office of Human Resources
Stockkeeper II - CJ2602
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General Statement of Duties

Performs intermediate-level stockroom duties, which includes receiving and issuing stock items, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

Distinguishing Characteristics

The Stockkeeper II is distinguished from Stockkeeper III who is responsible for researching and coordinating purchases with vendors, and is distinguished from the Stockkeeper I who is responsible for transporting, receiving, and stocking a variety of supplies.

Level of Supervision Exercised

None

Essential Duties

Issues a variety of stock items, maintains and updates stock inventory records in a department computer database, and verifies stock availability by comparing physical count to inventory records.

Prepare location transfer requests and work orders for stock items.

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

Receives, unpacks, inspects, and verifies quality and quantity of supplies against a packing list or invoice.

Updates database and inventory records to accurately track, maintain, and record inventory levels, and notifies appropriate personnel of discrepancies.

Transfers shipments to stockroom for appropriate storage within bins or shelf areas, and labels items for correct identification for storage and retrieval.

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.

Monitors shipment back orders and notifies appropriate personnel of any changes.

Cleans and maintains orderliness of warehouse and storage areas.

Maintains and ensures the security of the stockroom and warehouse.

By position, assists in the training of employees to identify parts, materials, and perform computer functions.

By position, works with vendors to order routine stock items, fills out purchase order request, processes invoices and P-Card payments, and determines shipment priority.

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.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

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.

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

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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.

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.

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.

Skill in using a forklift.

Education Requirement

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

Experience Requirement

Two (2) years of stockroom experience receiving, stocking, issuing, and maintain inventory records of parts and equipment, supplies, or materials.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and 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.
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 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-614

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: