



Office of Human Resources
Stockkeeper I - LJ2600
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General Statement of Duties

Performs entry-level stockroom duties, which includes the transporting and delivering of supplies, receiving shipments, stocking items, and assisting with the issuance of a variety of supplies, materials, parts, and equipment.

Distinguishing Characteristics

The Stockkeeper I is distinguished from Stockkeeper II who primarily issues stock and maintains an inventory control system for a variety of supplies, materials, parts, and equipment.

Level of Supervision Exercised

None

Essential Duties

Picks up orders from vendors and distributors and makes deliveries to central warehouse or location of repair.

Ensures that shipping paperwork and invoices are accurate and correct and in alignment with stock items.

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

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

Assist with inventory control and physical count of stock items.

Cleans and maintains orderliness of warehouse and storage areas.

Maintains and ensures the security of the stockroom and warehouse.

Performs pre-trip inspection of vehicle to ensure vehicle is in proper working order.

By position, operates a forklift for movement and storage of stock items.

By position, works the front counter for the distribution of stock items and processes associated invoices and paperwork.

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.

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

None

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

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to cold temperature, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to conditions that affect the skin or respiratory system.
 Potential exposure to dust.
 Potential exposure to extreme temperature changes.
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
 Potential exposure to hazardous/toxic chemicals.
 Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat.
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
 Potential exposure to hot and humid work environment.
 Potential exposure to housekeeping/cleaning agents/chemicals.
 Potential exposure to infection from disease-bearing specimens.
 Potential exposure to infections and contagious diseases.
 Potential exposure to odorous chemicals.
 Potential exposure to pesticides or fertilizers.
 Potential exposure to the risk of blood borne diseases.
 Potential exposure to temperature changes: variations in temperature from hot too cold.
 Potential exposure to temperature changes: variations in temperature from hot to cold.
 Potential exposure to unpleasant elements (accidents, injuries, and illness).
 Extreme cold conditions.
 Handles emergency or crisis situations.
 Noise sufficient to cause distraction or possible hearing loss.
 Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to burns and cuts.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to injury from moving parts of equipment or vehicles.
 Subject to precarious or high locations.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Subject to traffic, roadways, and pedestrians.
 Subject to vibrations and strain on the body to cause bodily harm if endured daily.
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
 Works in precarious or high locations

Level of Physical Demand

For DPL Positions Specifically:
 3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

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

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder
Color Vision: Ability to distinguish and identify different colors..
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships..
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health..
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Reaching: Extending the hands, arms, or other device in any direction.
Repetitive Motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Stamina: Ability to work over long periods of time without tiring.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: J-609

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: