CLASS TITLE: INVENTORY AND MATERIALS STOREKEEPER

DEFINITION: Under general supervision, performs work of moderate difficulty in establishing and maintaining, parts and materials inventories and equipment coordination and control for both the Transportation and Maintenance and Operations work sections; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Oversees inventory control systems, maintains accountability for parts, tools and equipment, and the requisitioning of parts and supplies, including fuel and waste management; prepares materials/equipment catalogues and maintains all computerized and manual inventory and scheduling systems
- Verifies receipt of stock/materials ordered reconciling any discrepancies with vendors
- Uses automated equipment including, but not limited to, computers, bar coding and laser scanning equipment to read, store and track inventory and requisitioning data
- Plans, schedules and monitors the acquisition and disposal of parts and equipment to insure that there is an adequate level of inventory to support fleet operations and facilities maintenance activities; distributes and issues parts to district personnel
- Sorts and evaluates the salvageability of vehicles and materials
- Operates forklifts and light vehicles in the movement and distribution of supplies, tools and equipment
- Assists the Transportation Coordinator and Maintenance and Operations managers in preparing specifications for the purchase of new and replacement equipment
- Monitors warranties to ensure that parts and equipment under warranty are serviced as required; schedules all warranty service and repair
- Recommends, implements and evaluates new automotive and facility maintenance products and procedures. Prepares reports related to such evaluations
- Maintains records and prepares reports associated with fleet maintenance and Transportation and Maintenance parts room operations
- Maintains neat, well organized parts and equipment facilities and performs non-technical support functions related to Transportation and Maintenance operations
- Performs housekeeping duties in keeping storage and administrative areas clean and orderly; assists in recycling programs as directed
- Assists in the determination of needs for the purchase of fuel, lubricants, and other transportation and maintenance supplies and services; provides reports on consumption/use and quality control
- Performs minor maintenance on tools and equipment
- May train and supervise the work of others

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years in materials handling and inventory of parts and equipment used in automotive repair and facility maintenance; one year experience in using a computer as it relates to inventory control.

Knowledge of:

- Modern practices and methods of inventory control and storekeeping.
- Stock control and safe and efficient materials handling processes and procedures
- Computerized inventory control systems
- The materials, tools and equipment used in the maintenance of facilities and the maintenance and repair of a large fleet of school buses and support vehicles
- School bus operations and safety functions/systems used in school busses

Skill in:

- Establishing and maintaining effective working relationships with others
- Reacting quickly to situations
- Understanding and carrying out oral and written instructions including, but not limited to safety rules, operating and maintenance instructions, and procedure manuals

Ability to:

- Perform the job duties with or without an accommodation
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Compute rate, ratio and percent
- Write routine reports and correspondence
- Communicate clearly and professionally with a variety of user groups including employees, the community, vendors and representatives of other governmental jurisdictions
- Operate a computer and related software
- Operate a forklift, pallet jack and other warehouse/storekeeping equipment
- Obtain certification to operate a forklift

Working Conditions

Driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store tools and files.

Licenses and Certificates:

A valid California Driver's License