



JOB TITLE:	<b>CHIEF STOREKEEPER</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>FLEET &amp; FACILITY SUPERINTENDENT</b>	EEO CATEGORY:	<b>06 - CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under supervision of the Fleet and Facility Superintendent, supervises storeroom activities and Storekeepers. Purchases a variety of supplies, materials, and equipment for Bus Transit Division. Follows established procedures relating to the purchasing of a wide variety of commodities. Responsibilities include extensive contact with District personnel and vendors to determine needs and priorities and to explain bidding procedures governing the purchasing process. Performs responsible work in the requisitioning, receipt, storage and inventory of materials, supplies, equipment; and special projects assigned by the Fleet and Facility Superintendent.

### Essential Responsibilities

- Supervises Storekeepers in the receipt, issuance, storage, shipment, and handling of supplies, materials, and equipment on a daily basis
- Supervises the bar-code system; ensures the proper use of internal controls
- Assigns duties and directs storekeepers' day-to-day activities, including initiation of first level disciplinary action
- Verifies articles received against packing lists, invoices, and purchase orders; notes discrepancies, damage and/or defects
- Posts computer records of daily issues and returns
- Supervises the computerized posting of all receiving and maintenance of supporting manual files
- Stores materials received in bins, on shelves, or in other appropriate locations, or arranges for delivery to the proper Bus facility
- Issues materials, supplies, and other articles from stock, verifying information provided and authorization identification numbers, and recording amounts and proper code numbers on a computer bar-code system
- Operates material handling equipment to load, unload, and move materials
- Initiates purchasing requisitions for parts and supplies used in general stock
- Identifies and inventories long-life, major cost items such as furniture, power tools, test equipment and electrical appliances; affixes appropriate asset stickers
- Supervises the storage and disposition of items sent to auction



- Inspects work completed for quality and quantity of work performed, including records
- Monitors inventory control with emphasis on lead time, safety stock, material turnover, cost and importance to operation through daily posting, manual inventory and corrections to computer counts
- In absence of a Storekeeper, the Chief Storekeeper is to fully perform all duties of the Storekeeper.
- Drives delivery cart, fork lift and other District vehicles on and off District property
- Reviews requisitions for exact description of commodities desired
- Surveys vendors and develops new sources of supply for materials and supplies
- Solicits vendor quotes and bids for price comparison of supplies as specified and analyzes bid results for recommendation of award
- Prepares and proofreads requisitions prior to issuance
- Describes commodities for purchase with standard, readily identifiable nomenclature
- Researches and buys varied materials, supplies, and services in a cost-effective manner
- Expedites purchase orders and arranges prompt delivery
- Reviews inventory records to determine if materials on hand are in sufficient quantities and establishes ordering points
- Consults catalogs and interviews suppliers to obtain prices and specifications
- Directs annual inventory, physical count, and adjustments in the division
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Occupational health and safety rules and working practices applicable to this position
- Modern and effective supervisory and management techniques, principles, and practices
- Basic principles and methods of inventory control, records management, warehousing procedures and business math
- Standard Purchasing principles, procedures, and practices
- Legal requirements applied to public purchasing
- District Policies and Labor Agreement (MOU) Provisions

### Ability to:

- Organize work, manage multiple priorities and meet deadlines
- Use standard modern office equipment (adding machine, typewriter, personal computer, fax, photocopier, etc.)
- Rapidly and effectively shift from one task to another and then back again due to frequent interruptions from deliveries and stock requests
- Rapidly learn all applicable software programs used in the course of the work



- Use a computer terminal and hand-held computer/bar-code reader with accuracy and speed
- Effectively plan, assign, supervise, and coordinate the work of subordinate personnel.
- Work independently and make sound judgments within established guidelines
- Communicate effectively both orally and in writing with personnel at all levels within and outside the District
- Read, understand, interpret, and apply provisions of union contracts
- Organize work, set priorities, and meet critical deadlines
- Apply independent judgement and work with minimal supervision
- Write clean, concise and accurate reports, memos, and letters
- Develop and maintain cooperative, effective, productive and tactful working relationships with vendors, manufacturers' representatives, District staff, and others contacted in the course of the work
- Know and follow the safety and health rules and safe working practices applicable to the job

## Minimum Qualifications

### Education and/or Experience Requirements:

- Two years recent full-time position related experience in acquiring repair and replacement parts for vehicles, components, and machinery
- Four years' recent full-time position related storekeeping experience using a computerized inventory control and bar-coding system, and performing warehousing activities on a regular basis
- One year of supervisory experience, preferably in a warehouse environment
- A minimum of six months using a personal computer

### Required License(s):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record
- Must possess ability to become certified in forklift operation and safety

### Physical Requirements:

- May stand during entire shift
- Frequently lift boxes weighing up to 50 pounds and maneuver heavier materials and supplies with proper equipment
- Willing and able to work outside in inclement weather conditions
- Willing and able to work in a fast paced environment