Title: Storekeeper 3

Pay Scale Group: 96C

Essential Function

Under general supervision from administrative superior, supervise 5-40 employees of several branch storerooms and/or large central warehouse in ordering, receiving, stocking and distributing supplies and equipment.

Characteristic Duties

1. Supervise and assign work to employees in receipt, inspection, storage and distribution of supplies and equipment; interview, select and train new employees; enforce policies and procedures.

2. Receive requisitions for supplies and equipment; screen, adjust and approve amounts to be ordered; check all supplies and equipment for compliance with specifications; maintain inventory control.

3. Maintain all shipping, receiving, inventory and employee records.

4. Perform related duties based on departmental need.

Unusual Working Conditions

Minimum Qualifications

- Ability to read and write common vocabulary; ability to count, add, subtract, multiply and divide whole numbers; 18 months experience in receiving and distribution; ability to lift up to 70 pounds and ability to push and pull heavy equipment without aid of automatic equipment. Some positions may require a current valid driver's license and an acceptable driving record.