

JOB DESCRIPTION

Job Title	Storekeeper	Supervisor	Financial Analyst
Department	Finance & Administration	Class Group	General Unit
Division	Finance	Salary Grade	41
Section	N/A	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Financial Analyst, the Storekeeper organizes and oversees the operations of a centralized District warehouse or storeroom; orders, receives, and stocks regularly used items; fills orders for equipment, materials and supplies. A Storekeeper maintains inventory and usage records and reports; ships and tracks items for proof of delivery, and performs related duties as required.

ESSENTIAL DUTIES

Duty 1

Organizes and oversees the operations of a centralized warehouse or storeroom; orders and receives stock, equipment, and supplies; maintains inventory of regularly used items; assigns parts numbers and descriptions to new items. Determines best methods of storage, identification, location, and space requirements; marks identifying codes, figures or letters on articles; uses forklift to move and transport items as needed.

Duty 2

Fills orders; issues supplies, materials and tools from stock for all District facilities; prepares purchase requisitions for new or existing stock items; reviews requests for new items and recommends order quantities and re-order points for new or existing stock items; issues purchase orders on previously approved annual purchase contracts; performs cycle counts on all items prior to reordering; reorders stock items used by District personnel as needed.

Duty 3

Reviews requisitions for accuracy of information; inputs manufacturer numbers, vendor information and cross reference numbers of requisitioned and received stock items into computer database; traces parts history of items to determine reasons for inventory discrepancies; takes appropriate safeguard measures to prevent abuse and misappropriation of stock.

Duty 4

Conducts usage studies to identify non-usable, slow moving, and excess stock; reviews usage records to establish or modify minimum and maximum stock levels; makes recommendations concerning disposal of obsolete or damaged stock; obtains bids from recycling yards for disposal and recommends a bid to the District board for award of contract; schedules pick-up and assists approved vendor in removing excess, obsolete or scrap material.

Duty 5

Ships items for all District facilities as needed; runs package tracers to obtain proof of delivery; maintains shipping and receiving records and logs.

Duty 6

Receives and verifies counts and descriptions of incoming and shipped items; examines stock to verify conformance to specifications; coordinates delivery of items to end users; enters all receiving information on warehouse stock items into computer; records receiving information on purchase orders for centralized receiving.

Duty 7

Oversees storage, maintains stock levels and reconciles monthly invoices of welding gasses used by District employees.

Duty 8

Oversees and performs annual physical inventory of District Operations building, Rancho, Tapia and Westlake warehouse facilities; prepares reports on inventory balances, departmental usage, and re-order points; performs periodic cycle counts of essential and frequently used items.

Duty 9

Maintains warehouse facilities in a safe, clean and orderly manner in compliance with District and other safety standards; maintains current MSDS for materials stored in warehouse.

Duty 10

Perform other jobs as required.

Duty 11

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Working knowledge of storekeeping, warehousing, and inventory procedures, practices, and forms;
- ◀ Equipment, supplies and stock items used by District departments and divisions;
- ◀ Principles, practices, methods and techniques used to specify, provide, and maintain appropriate levels of needed stock items for use in the construction and maintenance of District facilities and programs;
- ◀ Records preparation and data input tasks associated with the receipt, storage, usage, and inventory of items.

ABILITY TO:

- ◀ Safely operate a forklift in transporting and storing stock, equipment and supplies; perform manual labor;
- ◀ Use and operate computer hardware and software programs; follow oral and written directions;
- ◀ Develop and maintain accurate records related to the ordering, receipt, identification, and inventory of warehouse stock and special items;
- ◀ Establish and maintain effective working relationships with others contacted in the performance of duties.
- ◀ Perform routine tasks with only occasional instruction or assistance as new or unusual situations arise.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;

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- ◀ Manual dexterity to write legibly and to use a computer terminal; to use both hands to grasp and hold boxes, supplies, tools, and other stock items of various sizes and shapes;
- ◀ Ability to regularly lift, carry, and push more than forty pounds; and to reach, bend, or crouch to retrieve or store stock and other items;
- ◀ Ability to safely operate a forklift to pick up and move boxes and other items;
- ◀ Ability to work outdoors in inclement weather as required; and indoors around fumes and dust.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Two (2) years of responsible experience performing warehouse duties which included receiving and storing parts, participating in annual physical inventories, and the operation of a forklift.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times. Forklift Operator certification from LVMWD or authorized third party.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

None