

SENIOR STORESKEEPER*Class Definition*

Under general supervision, provides lead direction to a group of employees and participates in the operations of city warehouses and storerooms.

Distinguishing Characteristics

Senior Storeskeeper is the advanced working/lead class in the Storeskeeper series. Incumbents work with and provide lead direction to subordinate employees receiving, storing, delivering, maintaining, and issuing tools, materials, and equipment. Incumbents also perform clerical work in the preparation and maintenance of stores and property records. This class is distinguished from Storeskeeper in that the latter is the journey level class in which incumbents perform the full range of duties but do not have responsibility for providing lead direction to others.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Provides lead direction to and assists Storeskeepers in checking the quantity and quality of items received against invoices, waybills, and specifications.

Assists with division's annual inventory of fixed assets; performs frequent partial inventories to insure that working stock level is maintained; prepares requisitions for stock replacement.

Gathers information required for the preparation of requisitions.

Maintains the file and register of all purchase orders used by the assigned division.

Compiles data on materials expended, money encumbered or spent, and other special purchasing requirements for administrative purposes.

Prepares documents for, enters data into, and retrieves information from computerized records systems.

Maintains and updates Hazardous Materials Business Plan for hazardous materials for assigned division.

Maintains and updates division's Hazardous Communications Program; maintains master Material Safety Data Sheet (MSDS) file; routes copies of MSDS's to appropriate work groups.

Confers and consults with appropriate managers about purchasing and material requirements of the division to which assigned.

Assists in determining requisition procedures, delivery time, price, and availability of materials for special jobs.

Assists with annual recalculations of square footage space use plan.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of purchasing and warehousing procedures.

Considerable knowledge of inventory methods and procedures and nomenclature used in stock and inventory maintenance and storage.

Knowledge of office and filing procedures.

Knowledge of use and terminology of tools, equipment, parts, supplies and materials stocked in the division to which assigned.

Knowledge of proper safety procedures for materials handling and storage and when handling a variety of parts and equipment, particularly caustic or volatile materials.

Ability to provide direction to lower-level employees.

Ability to compile data and write reports.

Ability to perform arithmetical computations accurately using standard office machines.

Ability to read and write English at a level necessary to perform assigned duties.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Minimum Qualifications

One year of experience equivalent to that gained as a Storeskeeper with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Human Resources

DATE: _____