

NATURE OF WORK

This is varied clerical and manual work at a central storeroom or warehouse.

Work involves the performance of clerical and manual tasks including receiving, storing and issuing a variety of materials and supplies. Tasks include maintenance of stores records, ordering supplies, performing custodial duties, acquiring and transporting supplies and materials, and participation in inventory work. Makes independent decisions within established guidelines. Supervision is received in the form of direct supervision until experience is gained and then through periodic review. Incumbents in this classification may train or direct the work of others but perform no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Receive and unpack incoming materials and supplies; compare delivery receipt with purchase order; inspect condition of goods. Travel to supplier locations, obtain vehicles, equipment and/or supplies and transport them back to proper location. Issue materials, equipment, parts, tools, tires, and supplies on approved requisitions. Maintain accurate inventory records, enters information into computer. Maintain orderly, clean warehouse facilities.

Order stock to meet immediate needs of staff within established guidelines. Obtain quotes, determine delivery time, issues orders consistent with purchasing regulations. Monitor contracted suppliers for quality and timeliness of product. Assist in preparing new contracts for bid. Advise supervisor of discrepancies in quality or timeliness of products and service delivery. Obtain emergency purchases or equipment as authorized.

Maneuver large stock items with a forklift or transport of vehicles ranging from sedans to dump trucks for the equipment division.

Prepare a variety of documents related to warehouse, parts, and inventory activity including reporting findings, or making recommendations. Work involves operating personal computers, calculators and related modern office equipment.

Perform other related work as required.

WORK QUALIFICATIONS

Experience in storekeeping or warehouse/parts room including clerical experience; or any equivalent combination of experience and training which provides the following knowledge and abilities:

Knowledge of

- storekeeping procedures or warehouse procedure, automotive parts room services, and inventory control procedures.
- supplies, construction materials.
- the City of Salem streets and supply resources within the Willamette Valley is desirable.

Working knowledge of, within six months of hire,

- all inventory in order to assist customers in acquiring goods requested
- City purchasing regulations and requirements

Ability to

- within six months of hire, apply City purchasing regulations to acquiring supplies and materials.
- follow written and oral instructions and contribute ideas to improve operations within work assignment area.
- perform elementary arithmetical calculations and operate modern office equipment including calculators, faxes, personal computers, and other equipment.
- safely move and place stock items from floor level to overhead locations efficiently.
- work independently, plan and organize one's own work for accomplishment, respond effectively to interruptions and changing priorities, work cooperatively with others in a team setting.
- establish and maintain effective working relationships with other staff and the public.
- write legibly

Within 30 days of hire, position requires successful completion of "Coaching the Lift Truck Operator" course offered through Personnel/Risk Management. Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work primarily occurs within and outside of a warehouse with travel to obtain materials or equipment from suppliers. Work hours can vary to shift work as needed and may involve evenings and weekend duty. Work involves sufficient dexterity to lift, bend, stoop and move on cement floors for entire shifts of duty. Work is often punctuated with peaks of high activity followed by lulls in demand and changing priorities. May operate a variety of vehicles in transporting them to various locations in a variety of weather conditions.

Personnel Director