

Water Authority Position Description

STOCKKEEPER I

Status	Position Code	Level	Date
APPROVED	STK1	B20	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM A VARIETY OF DUTIES RELATED TO STOCKKEEPING, INVENTORY CONTROL, PURCHASING AND DELIVERY OF PARTS, TOOLS AND EQUIPMENT TO WATER AUTHORITY DIVISIONS. MAINTAIN RECORDS OF BILLINGS AND INVOICES.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS TWO (2) YEARS EXPERIENCE WORKING IN A WAREHOUSE, STOCKKEEPING OR RELATED AREA.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
FORK LIFT OPERATOR CERTIFICATION WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. PURCHASE AND RECEIVE MATERIALS AND STANDARD ITEMS FROM APPROVED VENDORS. ENSURE BILLING NUMBERS MATCH MATERIAL ORDERED. MAINTAIN FORMS AND RECORDS OF PURCHASES.
2. ISSUE PARTS, TOOLS AND MATERIAL TO WATER AUTHORITY DIVISIONS. MAINTAIN STOCK IN WAREHOUSE. CHECK COMPUTER ENTRIES TO COMPLY WITH PURCHASE RULES AND REGULATIONS. MAINTAIN RECORD OF CREDIT CARD PURCHASES.
3. ORGANIZE MATERIAL IN WAREHOUSE TO ACCOMMODATE NEW STOCK. MAINTAIN INVENTORIES AND SALVAGING SURPLUS SUPPLIES AND EQUIPMENT.
4. ASSIST OTHER DIVISIONS IN THE ORDERING OF MATERIAL AND PARTS. DRIVE TO OFF-SITE LOCATIONS TO PICK UP ORDERS.
5. INSPECT PARTS AND MATERIAL FOR DAMAGE, QUANTITY AND CONFORMITY TO SPECIFICATIONS. REPORT DISCREPANCIES. MAINTAIN INVENTORY.
6. MAINTAIN ASSIGNED OFFICE OR WAREHOUSE AREA. PROCESS OBSOLETE ITEMS FOR AUCTION.
7. OPERATE WAREHOUSE MATERIAL HANDLING EQUIPMENT AND VEHICLES IN A SAFE AND EFFICIENT MANNER. MAINTAIN PREVENTATIVE MAINTENANCE LOGS.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BASIC PURCHASING, INVENTORY CONTROL AND STOCKKEEPING TECHNIQUES AND TERMINOLOGY
COMPUTERIZED INVENTORY SYSTEMS AND OPERATIONS
PROPER WAREHOUSE STOCK AND STORAGE METHODOLOGIES
SAFE OPERATION OF HAND AND POWER TOOLS
MATERIALS AND EQUIPMENT USED IN WAREHOUSE OPERATIONS
PRINCIPLES AND PRACTICES OF RECORD KEEPING

PREFERRED SKILL/ABILITY

PERFORM A WIDE VARIETY OF ASSIGNED STOCKKEEPING TASKS AND FUNCTIONS IN A WAREHOUSE OR OFFICE
READ AND UNDERSTAND MANUFACTURERS' SPECIFICATIONS AND INSTRUCTIONS
READ, UNDERSTAND AND USE EQUIPMENT, MERCHANDISE AND SPECIALIZED-PARTS CATALOGS
PERFORM BASIC MATHEMATICAL CALCULATIONS
OPERATE COMPUTER TERMINALS FOR INVENTORY CONTROL
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
OPERATE A VARIETY OF WAREHOUSE EQUIPMENT IN A SAFE AND EFFICIENT MANNER
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

WAREHOUSE, SHOP OR OFFICE ENVIRONMENT; EXPOSURE TO COMPUTERS, DUST AND NOISE

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: LIGHT TO MODERATE LIFTING; CLIMBING, BENDING AND STOOPING; AND OPERATING MOTORIZED WAREHOUSE EQUIPMENT AND VEHICLES.

MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.