

Water Authority Position Description

STOCKKEEPER

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | STK2 | B40 | Oct 2013 |

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 WAREHOUSE OPERATIONS, SUPPLY AND DELIVERY OF PARTS, TOOLS AND EQUIPMENT TO WATER AUTHORITY DIVISIONS.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY (4) YEARS EXPERIENCE IN STOCKKEEPING, WAREHOUSING, OR RELATED FIELD.

ADDITIONAL REQUIREMENTS

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

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER-LEVEL SUPERVISORY STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM WAREHOUSE ACTIVITIES TO INCLUDE, SUPPLY AND DELIVERY OF MATERIALS, SUPPLIES AND EQUIPMENT TO WATER AUTHORITY DIVISIONS.
2. UNLOAD, TAG AND SURVEY STOCK ITEMS. MAINTAIN INVENTORY RECORDS.
3. UTILIZE AND OPERATE A VARIETY OF STOCKKEEPING EQUIPMENT, INCLUDING MATERIAL-HANDLING EQUIPMENT, IN A SAFE AND EFFECTIVE MANNER.
4. RECEIVE AND INSPECT DELIVERIES OF STOCK. VERIFY QUANTITY AND QUALITY OF MATERIAL. GENERATE COMPUTER REPORTS. ENSURE ACCURACY OF DATA.
5. MONITOR INVENTORY LEVELS TO ASSURE ADEQUATE AMOUNT OF STOCK. ADJUST INVENTORY ON SHELVES AND IN COMPUTER TO CORRECT ERRORS.
6. RECEIVE ITEMS FOR DISPOSAL. INSPECT CONDITION AND RECORD DAMAGE, MAKE, MODEL AND QUANTITY. MAINTAIN PERSONAL PROPERTY FOLDERS.
7. PERFORM A VARIETY OF DATA ENTRY FUNCTIONS TO INCLUDE ENTERING PURCHASE ORDERS, NEW PRODUCTS AND REQUISITIONS.
8. ESTIMATE TIME, MATERIALS AND EQUIPMENT REQUIRED FOR JOBS ASSIGNED. REQUISITION MATERIALS AS REQUIRED.
9. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.

SUPPLEMENTAL FUNCTIONS

PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A STOCKKEEPING AND INVENTORY CONTROL PROGRAM
COMPUTERIZED INVENTORY SYSTEMS AND OPERATIONS
OPERATIONAL CHARACTERISTICS OF STOCKKEEPING EQUIPMENT AND TOOLS
MATERIALS AND EQUIPMENT USED IN WAREHOUSE OPERATIONS
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES

PREFERRED SKILL/ABILITY

INDEPENDENTLY PERFORM THE MOST DIFFICULT STOCKKEEPING DUTIES
OPERATE A VARIETY OF WAREHOUSE EQUIPMENT IN A SAFE AND EFFECTIVE MANNER
ENSURE PROPER QUANTITIES OF ORDERS PURCHASED
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
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 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