

**CLASS TITLE: STOREKEEPER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision acts as a working lead person and participates in the receipt, maintenance, storage and distribution of materials, supplies, and equipment in a central warehouse operation, and other related assigned duties.

**ESSENTIAL TASKS:**

- Receives in-coming requested materials, parts and supplies
- Issues materials, parts, supplies, and equipment to field crews
- Coordinates the maintenance, repair, and upgrading of materials, parts, supplies and equipment
- Orders parts for equipment maintained and repaired by mechanics
- Stocks and restocks materials
- Inspects materials, supplies, tools, and equipment to see that they are in accordance with specifications and invoices
- Checks on material availability, costs, and vendor status of overdue orders
- Requisitions new stock for inventory and bills departments for parts and equipment
- Maintains a perpetual inventory, keeping a supply of material between specified minimum and maximum limits
- Directs salvage of reclaimed parts
- Operates and maintains forklift and a variety of light automotive equipment
- Cleans and maintains work areas and warehouse facilities
- Maintains inventory records and other various records
- Records and files purchase orders

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of experience in progressively responsible storeroom work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of storeroom principles and practices; good knowledge of inventory maintenance and control; good knowledge of simple bookkeeping methods and procedures; good knowledge of the safety requirements of the work performed; and some knowledge of the materials and supplies maintained in the assigned warehouse. Ability to maintain inventory and record keeping systems; ability to lead and direct the work of a small crew engaged in general stockroom work; ability to anticipate need for replenishing stocks; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting and carrying up to 20 pounds and occasional carrying up to 60 pounds; occasional lifting, pushing, and pulling up to 60 pounds; frequent bending, handling, and climbing; occasional reaching, balancing, kneeling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require the possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL).

**WORKING ENVIRONMENT:** Working environment is primarily indoors, occasionally outdoors and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, excessive dust, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, insect bites, compressed gases, and high noises; and may be required to be on holiday and emergency standby.

Page 2 (continued from Storekeeper)

**Class Code: 8508**

**EEO Code: N-07**

**Pay Grade: LT-16**

**Group: Labor and Trades**

**Series: Purchasing and Stores**

**Effective date: June 1, 1996**