



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

STOREKEEPER I

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 26 Job #: VA12
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JOB SUMMARY

This is the entry level position performing Storekeeper I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related. Performs warehousing functions at a central or satellite warehouse.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Receives, inspects, and stores materials, supplies, equipment, and tools; informs higher level warehouse staff of discrepancies and damages when necessary.
2. Receives QA/QC items and obtains material testing reports (MTR Certs); arranges for inspection and ensures the process is complete; release items for distribution after quality confirmation; or arrange for return upon QA/QC failure.
3. Fills orders; issues tools, parts, and materials; prepares and stages orders for pick up or shipment.
4. Conducts inventory cycle counts and investigates and reports discrepancies.
5. Maintains the warehouse and other related work areas in a clean and orderly condition.
6. Performs safety checks on material handling equipment and warehouse areas.
7. Loads and unloads trucks; picks up and delivers parts, materials, supplies, and mail.
8. Makes recommendations on obsolete, expired or slow moving items. Upon direction, physically removes items from warehouse stock.

9. Identifies and assigns locations for new materials.
10. Performs other related Storekeeper job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Basic warehousing and inventory control practices; safety procedures; basic arithmetic; and current office technology and equipment.

Required Skills and Abilities to: Follow oral and written instructions; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Forklift certification

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

Job Title: Storekeeper I

Job Code: VA12

Adopted: 03/11/13

Revised:

Supercedes:

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