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## Storeman III

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### **DEFINITION**

This is manual and clerical work with some supervision in the shipping, receiving and recording of materials in a small satellite type store operation.

Work of this class encompasses the responsibility of the Storeman I in regard to the physical handling of stores stock and the Storeman II in regard to the inventory control in the shipping and receiving function. Work of this class involves receipt, storage and distribution of goods for the satellite stores facility. Work may involve supervision over a Storeman I. General instructions and established procedures govern major aspects of the work but employees are responsible for applying proper storekeeping methods in managing the are. Periodic checks of the inventory against records and the condition of stock are carried out by the immediate supervisor (usually Stores Administrator).

### **TYPICAL DUTIES\***

Receives, examines, requisitions and records materials, supplies, tools and equipment.

Exercises supervision and participates in the physical inventory of materials where there are subordinate personnel.

Directs and participates in the issuing of materials, tools and equipment requisitioned by' operating crews.

Initiates requisitions to replenish stock on the basis of material on hand in relation to departmental uses.

Reviews inventory, records and departmental uses of supplies in order to prevent over stocking of materials with a low turnover rate.

Inspects, supervises (where applicable) and participates in cleaning assigned storerooms.

Cleans the storeroom and other assigned areas.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of storekeeping practices, procedures.

Knowledge of the grades, terminology and uses of the supplies and materials handled in the assigned stores facility.

Some knowledge of purchasing and requisitioning procedures.

Ability to supervise the work of subordinates, (where applicable).

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective work relations as necessitated by work assignments.

Physical strength and agility sufficient to perform the work of the class.

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**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade supplemented by five (5) years' experience in a Stores operation including proven supervisory capabilities; or completion of the journeyman Partsman Program and three (3) years' practical stores experience. Incumbents must be willing to take further education in basic purchasing, inventory control, data processing and basic of supervision.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0445		0446	
Last Updated:	1981-04			
Previous Updates:				
Originated:	1974-08			