

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Storekeeper	Reports To:	Purchasing Supervisor
Salary Range:	A93	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Field
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

To organize, assign and review the work of assigned personnel engaged in inventory control functions including the receipt, storage, requisition and disbursement of materials, tools, supplies, parts, and equipment used in District operations; to reconcile year-round inventory on District inventory items; and to provide technical support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the Storekeeper series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and maintaining the District-wide capital inventory. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives direction from the Purchasing Supervisor.

Exercises technical and functional supervision over assigned technical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Plan, prioritize, and review the work of staff assigned to a variety of inventory control and storekeeping activities related to materials used in District operations.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner; perform annual capital equipment inventory in accordance with District policy.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.
5. Assist contractors and District employees in selecting materials appropriate to their needs; maintain term contracts for compliance with contract terms including review and approval of invoices; prepare and code non-requisition purchase orders for approval.

6. Receive, inspect, sort, and stock materials, supplies, tools and equipment in accordance with District inventory procedures; verify articles received against purchase orders and associated documentation, requisitions, and freight documents including counting, weighing, or measuring articles; inspect incoming materials to ensure compliance with specifications for completeness and accuracy and document, track and report discrepancies or damage in materials received.
7. Update and maintain appropriate inventory records, conduct periodic inventory of stocked items; investigate and resolve discrepancies between the physical inventory of stored materials and equipment and the computerized inventory catalog and reports; assign identification numbers to supplies.
8. Assure asset equipment numbers are assigned and permanently affixed to capital equipment; record number on copies of purchase orders; maintain capital equipment inventory including entering relevant information into the fixed asset inventory system in accordance with the District's inventory procedure policy.
9. Load, unload, pick up, deliver, collect and transport a variety of materials, tools and equipment; operate a variety of equipment related to packing, unpacking, and moving materials, including forklifts, hand trucks, carts, loaders, and various hand power tools.
10. Perform the most difficult work related to inventory control and storekeeping activities.
11. Conduct the annual physical asset inventory in accordance with District policy; identify surplus and obsolete material and equipment and prepare computerized listing with disposal price (sales) to accounting.
12. Generate purchase order change orders to correct changes in price, quantity, budget or accounting codes and descriptions.
13. Register, renew and license all on- and off-road vehicles and vessels.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Operations, services, and activities of purchasing, storekeeping and warehousing.
- Construction methods, materials, and supplies related to a water distribution system.
- Principles of accounting and mathematics.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to inventory control and storekeeping activities.
- Maintain accurate inventory records related to fuel, materials, and fixed assets.
- Read blueprints, construction plans, and maps.

- Organize inventory and issue supplies and equipment.
- Respond to inquiries in a courteous manner and resolve complaints in an efficient and timely manner.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to a Storekeeper with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

Possession of a certification as a forklift operator within one year of appointment.

Working Conditions

Environmental Conditions:

Work is performed in an indoor and outdoor environment subject to typical office noise and varying weather conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem materials and/or equipment; identify and locate materials and supplies; interpret work orders; remember equipment location; explain jobs to others; handle conflict.