Job Description

Job Title: Storekeeper I

Supervisor: Bus & Automotive Maintenance Supervisor

Position Code: 4N23, DN23

Pay Grade: 20

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary
Position is responsible for maintaining an accurate inventory of parts and supplies. Locates and purchases required auto, truck bus and vehicular related equipment parts and supplies. Responsible for receiving, checking, storing, issuing and maintaining of inventory.

Essential Duties
1. Effectively maintain a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving.
2. Effectively use the maintenance management computer system, generating accurate reports as required by management.
3. Issues tools/equipment and maintains accountability log.
4. Conducts price comparisons to ensure that parts, supplies, and fuel are purchased at the best possible price.
5. Interfaces with vendors, city and management ensuring the best possible price for quality inventory.
6. Models nondiscriminatory practices in all activities.
7. Tracks warranty and recalled parts as well as maintains logs for recyclable material. (I.E. batteries, fluids and tires)

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties
1. Performs any other related duties as assigned by the Bus & Automotive Maintenance Supervisor or other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Completion of a standard high school or equivalent experience and training, with some knowledge of storeroom and inventory procedures and practices. Must have formal filing experience. Must have strong computer skills and be able to effectively use the maintenance management system, Excel and Word. Must have basic mechanical skills. Must possess a valid Virginia driver’s license with at least a plus 3 on their DMV record.

Working Conditions and Physical Requirements
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead. Must be able to operate a forklift (licensed/certified). Must be able to lift over 60 pounds. Must be able to bend, stoop, and reach on a regular basis. Must be able to operate shop tools and machinery. Must have visual acuity at a level.
Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

Supervision Exercised: None
Supervision Received: Bus & Automotive Maintenance Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper II will be required to follow any other instructions and to perform any other related duties as assigned by the Bus & Automotive Maintenance Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor                                 Date

I acknowledge that I have received and read this job description.

Employee Name (Print)  Signature  Date

Revised 03/2020 CR