Job Description

Job Title: Storekeeper I, Transportation

Supervisor: Bus & Automotive Maintenance Manager

Position Code: 4N18, DN18

Pay Grade: 17

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary
Position is responsible for efficient inventory stock-control activities ensuring that orders are placed and filled promptly and correctly.

Essential Duties
1. Responsible for efficient inventory stock-control activities and ensuring that orders are placed and filled promptly and correctly.
2. Responsible for completing purchase orders through use of computer.
3. Accepts deliveries from vendors.
4. Responsible to inspect, check prices, and store transportation supplies and equipment. Fills orders for supplies and parts; takes periodic and special inventories.
5. Responsible for keeping clerical records and does reports on status of maintenance supplies on hand.
6. Responsible to check new equipment against specifications.
7. Responsible for preparing gasoline consumption reports and the monthly preventive maintenance reports on school vehicles. Also initiate maintenance repair orders on behalf of drivers.
8. Uses bar coding system to track inventories, by labeling all stock with appropriate bar code.
9. Interfaces with vendors, city and management ensuring the best possible price for quality inventory.
10. Models nondiscriminatory practices in all activities.

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

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. Thorough knowledge and accurate in keeping records of items received, issued and on hand. Accuracy in maintaining perpetual inventory and adequate stock level. Ability to establish and maintain effective working relationships with other employees and the general public. Excellent computer skills to include the Microsoft Office software package. Must have general mechanical skills. Must possess a valid Virginia Driver’s License.
**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.

**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 Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper I will be required to follow any other instructions and to perform any other related duties as assigned by the Bus & Automotive Maintenance Manager 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