



PERSONNEL COMMISSION

Class Code: 5231
Salary Range: 26 (C1)

MAINTENANCE MATERIALS STOREKEEPER

JOB SUMMARY

Under general supervision, organize, oversee and lead the daily operations and activities of the Maintenance warehouse; oversee periodic and annual Maintenance warehouse inventory activities; prepare and maintain related records and files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of duties related to the shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse; assure compliance with applicable laws, codes, rules and regulations. **E**
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; confer with Purchasing Agents, vendors, requestors and freight companies to resolve shortages, damaged goods or other discrepancies; refuse shipments if necessary; process related paperwork; input and update computerized records. **E**
- Store received items in appropriate warehouse sections, shelves, bays or bins; move stock locations as necessary; create and print bar code labels; unitize merchandise. **E**
- Issue stock in accordance with approved requisitions; communicate with Maintenance staff regarding the pickup and delivery of orders; respond to special orders and emergency pickup requests. **E**
- Track and close purchase orders for stock items; reconcile irregularities; input purchase order information into financial system to pay vendors; communicate with Purchasing staff regarding payment on purchase orders. **E**
- Coordinate annual inventory dates; oversee the actual inventory count process; assist District staff conducting inventory; assign staff to teams and provide support during actual count. **E**
- Research and create inventory discrepancy explanation reports for items requiring explanation in accordance with District criteria; reconcile discrepancies by inputting part numbers in the work request system. **E**
- Monitor stock levels; establish stock re-order points; order stock items; assure appropriate amounts of inventory; run usage reports; recommend discontinuation or purchase of new stock items; recommend purchase quantities and suggest sources; expedite orders as necessary. **E**

- Introduce new parts and deactivate obsolete parts; create new part numbers and assign warehouse locations. *E*
- Communicate with Maintenance staff regarding storage space, introducing new and discontinuing old parts, and emergency jobs requiring shop supplies; follow up with supervisors to obtain work order numbers for previously issued stock items. *E*
- Maintain records, reports and files related to warehouse activities including Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and vendor shipments. *E*
- Issue and track the distribution of floor tile or other materials to contractors; maintain related records. *E*
- Prepare a variety of forms and initiate transfer of Controlled Receiving Reports to the Records Management department for destruction. *E*
- Lock and unlock warehouse doors/gates; maintain security of warehouse and materials. *E*
- Maintain warehouse and work areas in a clean, safe and orderly condition; empty trash, spot mop spills and sweep floors; stack pallets; submit proposals for warehouse projects such as deep cleaning projects and retrofit of lighting fixtures. *E*
- Serve as a lead in the Maintenance warehouse; train and provide work direction to others. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software. *E*
- Drive a District vehicle to conduct work as necessary. *E*
- Attend a variety of meetings and trainings. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Maintenance Materials Storekeeper performs a variety of duties related to the ordering, shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse and is responsible for the daily operation and activities of the Maintenance warehouse.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, practices and terminology used in warehouse operations.

Shipping and receiving procedures.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Operation of equipment used in the receipt, storage and shipping of materials.

General space utilization and inventory control methods and practices.

Proper storage techniques.

Operation of a computer and data entry techniques.
Record-keeping and filing techniques.
Basic report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of training and providing work direction to others.
Proper lifting techniques.
Health and safety regulations.
General math.

Ability to:

Perform physical and record-keeping duties involved in packing, storing and shipping materials and equipment.
Order, receive, store, ship and deliver materials, supplies and equipment.
Utilize space efficiently and effectively.
Oversee and participate in maintaining and recording inventory.
Understand and resolve issues, complaints or problems.
Prioritize and schedule work.
Meet schedules and time lines.
Work independently with little direction.
Maintain records and files and prepare reports.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Input data at an acceptable rate of speed.
Drive a District vehicle to conduct work.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Train and provide work direction and guidance to others.
Observe health and safety regulations.
Add, subtract, multiply and divide accurately.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of warehouse experience receiving, inspecting, storing and issuing materials and supplies. Experience in a lead capacity or handling construction and maintenance materials and supplies is desirable.

Or

One year of experience as a Warehouse Materials Processor with the Long Beach Unified School District.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

Hearing and speaking to exchange information in person or on the telephone.

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials.

Standing for extended periods of time.

Walking.

Climbing ladders to reach supplies and equipment.

Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/16/2017

Revised: 3/30/2017