



Career Service Authority

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Stockkeeper

GENERAL STATEMENT OF CLASS DUTIES

Contacts vendors, researches, orders, and receives stock items and maintains an inventory control system for a variety of supplies, materials, parts, and equipment used by city agencies.

DISTINGUISHING CHARACTERISTICS

The class of Stockkeeper is distinguished from Stock Clerk who performs a variety of stockroom duties including receiving, stocking, and issuing a variety of supplies, materials, and equipment. It is distinguished from Stockroom Supervisor who supervises a stockroom and staff procuring and distributing a variety of supplies, materials, parts, and equipment. It is distinguished from Purchasing Technician who reviews purchase request forms and inventory levels, researches current City bids for parts, supplies, and services, and does not perform issuing and receiving duties.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work over other employees.

ESSENTIAL DUTIES

Receives, unpacks, inspects, and verifies quality and quantity of supplies against a packing list or invoice and notifies vendor about discrepancies.

Issues a variety of stock items, maintains and updates stock inventory records in a department computer database, and verifies stock availability by comparing physical count to inventory records.

Performs perpetual inventory control utilizing a computer, participates in physical inventories to verify stock levels; identifies and prepares surplus items for disposal, sale, or return to vendor.

Determines kinds and quantities of stock items to be ordered based on current and projected usage, availability of stock from vendors, storage capabilities, user requirements, and cost saving possibilities.

Researches stock and/or parts item numbers, descriptions, quantities, and prices and contacts vendors to solicit bids and order stock items in order to maintain adequate stock levels.

Prepares specifications and requisitions for ordering special items, checks stock for acceptable substitutes; researches vendor catalogs, the internet, and other available information to identify sources for special items and arranges for inspection of samples if possible.

Moves shipments to stock, stores in appropriate bin or shelf area, and identifies or marks items for correct storage and retrieval.

Maintains the security of the stockroom and/or warehouse.

Assists in the training of employees to identify parts, materials, and perform computer functions.

By position, operates a forklift to move parts in a stockroom or warehouse area.

By position, drives a vehicle to deliver or pick up to various locations in the city.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Agility – Bends, stretches, twists, or reaches out with the body, arms, or legs.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Eye-Hand Coordination – Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Stamina – Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).

Physical Strength – Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that you work unit produces, including the general public, individuals who work in the agency, other agencies, or outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Writing – Recognizes or uses correct English grammar, punctuation and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information which may include technical material that is appropriate for the intended audience.

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in using equipment needed to transport materials within a warehouse.

Skill in using a computer keyboard.

Physical Demands:

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Lifting: raising or lowering an object 25-50 pounds
Carrying: transporting an object, usually by hand, arm or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force upon an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Climbing: ascending or descending objects usually with hands/feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Accommodation: ability to adjust vision to bring objects into focus.
Vision far acuity: ability to see clearly at 20 feet or more.
Vision near acuity: ability to see clearly at 20 inches or less.
Depth perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

Two years of stockroom experience receiving, stocking, issuing, and maintaining inventory records of parts and equipment, supplies or materials in general or a designated specialized functional area.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience.

Licensure and/or Certification:

Some positions may require possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Steve Adkison

CLASS HISTORY Class was reviewed as part of an annual maintenance study. Duties were updated and placed into the new class specification format. The class of Materials and Parts Technician was consolidated into the class as part of the study.