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## Storeman I

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### **DEFINITION**

This is manual and limited clerical work involving the storing, unpacking and aiding in receiving, recording and issuing of materials, tools and equipment.

Work of this class involves unpacking and shelving incoming stores material; aiding in the receiving and dispersing of stores materials following established procedures and assisting in maintaining inventory records through the use of modern computerized inventory systems. Employees are required to do strenuous manual work.

Work is performed in a small stores unit with limited kinds and numbers of items or in a large diversified stores facility. Employees receive specific assignments and in the large stores operation generally work under immediate supervision. However, on shift work or in a small stores unit, work may be performed independently in accordance with established procedures. Some positions may involve the operation of a light truck in picking up and delivering materials.

### **TYPICAL DUTIES\***

Receives delivery orders and withdraws from stock, checking for required commodity, size and lot through the use of a computerized inventory system; posts issues to standard stock record accounts.

Stores and maintains hand tools and allied equipment, distributes automotive, electrical or telephone equipment and parts to tradesmen; maintains records of distribution; receives and stores tools at the end of the work day.

Indicates parts numbers and descriptions on equipment repair order sheets; types and initiates requisitions for replacing stocks; and on occasion orders standard items regularly carried in inventory.

Loads and unloads materials or equipment by hand or through the use of a mechanical forklift; aids in receiving, sorting and store reusable salvage stocks.

Cleans defective equipment and dispatches to, repair shop; cleans the storeroom and other assigned areas.

Assists in the receiving and unpacking of goods and checking of packing slips against stock received.

Aids in the recording of incoming materials and stores goods in the proper storage area.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

- Ability to learn storekeeping practices and procedures.
- Ability to understand and execute oral and written instructions.
- Ability to maintain simple records.
- Physical strength and agility sufficient to perform the work of the class.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade plus two (2) years' related experience in a warehousing operation. Incumbents must be willing to take further education in materials management and complete training related to materials handling equipment prior to being confirmed in the position.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0441		0442	
Last Updated:	1987-04			
Previous Updates:	1981-04			
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