

SENIOR STOREKEEPER (AUTOMOTIVE)

DISTINGUISHING FEATURES OF THE CLASS: This is semi-technical manual and clerical work of a difficult nature involving responsibility for storage operations. The work involves the application of standard storekeeping practices to a specialized field. Incumbent receives, inspects, stores and issues a wide variety of automotive parts, supplies, tools and equipment under the general supervision of a Maintenance Supervisor (Automotive). This position differs from Storekeeper (Automotive) because of increased responsibility and independence of action. During periods of emergency, employee(s) in this class may be required to work at other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with salespeople from automotive supply houses to order parts, learn about new products and make recommendations as to future purchases;

Keeps track of expenditures for numerous budget categories (e.g. auto maintenance, uniforms, safety shoes, gasoline, office supplies, vehicle and equipment repair, fees for inspections and the alarm system, etc.);

Contacts other vendors to determine if a higher than agreed upon price by a present vendor is justified;

Visits service providers (e.g. Schultz Ford) regarding warranty work and special jobs for police vehicles;

Enters data into a computer (e.g. stock, vehicle identification numbers, names of employees given vehicles);

Prepares requisitions for supplies, parts, materials, etc. and "signs off" on the requisitions;

Keeps records on vendors and pricing;

Receives, inspects and signs for a wide-variety of supplies, parts, materials, hand tools, etc.;

Issues and ensures the return of expensive tools such as heat gun, battery tester, motor air chisel, etc.;

Issues supplies, parts and materials, as required;

Maintains a stockroom of automotive parts with perpetual inventory;

Periodically inventories supplies, materials and equipment and checks their condition;

Maintains adequate stock levels in anticipation of needs;

Resolves problems and follows-up by phone or short notes;

May plan and implement new procedures;

May prepare reports and correspondence;

May coordinate the activities between a central storage area and locations receiving supplies and equipment;

May schedule and route deliveries to various locations;

May give work direction to a small number of employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment; good knowledge of inventory control methods; good knowledge of business arithmetic; good knowledge of requisitioning procedures and the nomenclature of automotive parts; ability to understand and carry out oral and written instructions; ability to prepare simple written communications.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of work experience, which substantially involved automotive storekeeping duties.

NOTES:

1. Technical or vocational training or experience in automotive mechanics may be substituted for up to one (1) year of the required experience.
2. Additional work experience may be substituted for schooling on a year-for-year basis.

PROMOTION: One (1) year of permanent competitive class status as a Storekeeper (Automotive).