

## **STOREKEEPER I (HIGHWAY)\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is semi-technical manual and clerical work of a difficult nature requiring the application of standard storekeeping practices involving the receipt, storage and issue of automotive parts, road maintenance materials and hand and power tools. Work is performed under the general supervision of a Shop Foreman. Direct supervision may be exercised on occasion over a small number of employees. During a period of emergency any employee in this class may be required to work at other than normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares requisitions for supplies, parts and materials;  
Receives, checks and signs for supplies, parts, materials, hand tools, light equipment, etc.;  
Issues supplies, parts, and materials;  
Maintains a stockroom of automotive parts with perpetual inventory;  
Maintains one or more stockyards of highway maintenance materials;  
Periodically inventories supplies, materials and equipment and checks their condition;  
Maintains adequate stock levels to anticipate needs and rotates perishable items;  
Maintains computer file in fleet management system;  
May maintain cost control records;  
May operate commercial vehicles for transporting supplies, materials and equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment; good knowledge of inventory control methods and business arithmetic; working knowledge of requisitioning procedures and specification development; working knowledge of the nomenclature of automotive parts and the care of supplies and materials used in highway maintenance; ability to understand and carry out oral and written instructions; ability to prepare written reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of work experience which substantially involved automotive storekeeping duties.

**SPECIAL REQUIREMENT:** An employee will be required to obtain a Commercial Drivers' license (CDL) within six (6) months of appointment.

\*This reflects a retitling of Storekeeper (Highway).