



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

STOREKEEPER II

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 31 Job #: VA13
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JOB SUMMARY

This is the intermediate level position performing Storekeeper II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. Performs journey level warehousing functions at a central or satellite warehouse.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Receives, inspects, stocks, stores, and issues materials, supplies, equipment, and tools; researches and resolves or informs higher level warehouse staff of discrepancies and damages when necessary; and identifies and assigns locations for new materials. Barcodes and inputs data for fixed assets and loss-prone items.
2. Receives QA/QC items and obtains material testing reports (MTR Certs); arranges for inspection and ensures the process is complete; releases items for distribution after quality confirmation or arrange for return upon QA/QC failure.

3. Fills orders; issues tools, parts and materials; prepares and stages order for pick up, shipment or delivery; inputs issues, receipts, and transfers. May initiate purchase orders.
4. Conducts inventory cycle counts; investigates and reports discrepancies.
5. Performs safety checks on material handling equipment and warehouse areas and maintains the warehouse and other related work areas in a clean and orderly condition.
6. Uses material handling equipment to move items; load and unload trucks; pick up and deliver parts, materials and supplies.
7. Runs reports and makes recommendations on obsolete, expired or slow moving items. Upon direction, physically removes items from warehouse stock.
8. Prepares periodic warehouse activity reports.
9. Researches vendors for obsolete parts to procure or have manufactures.
10. Researches and provides information regarding delayed or pending deliveries; arranges changes in delivery dates, cancellation of orders or the return of materials.
11. Provides instructions on researching and locating requested material using online inventory catalog and other sources.
12. Provides information and instruction regarding delayed or pending deliveries; arranges changes in delivery dates, cancellation of orders or the return of materials.
13. Provides storekeeping support for investment recovery warehouse, including transfer of fixed assets into the surplus warehouse, evaluates surplus/salvage material for disposition method. Prepares surplus salvage for auction. Coordinates with vendors for the disposition of recycled materials. Assists with district wide asset tracking.
14. Performs other related Storekeeper job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and two years of relevant experience; or two years in a MWD Storekeeper I classification.

Required Knowledge of: Warehousing and inventory control practices and systems; applicable federal, state and local laws, codes and regulations; safety practices and safe handling of hazardous materials; and current office technology and equipment.

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Required Skills and Abilities to: Organizational skills; mathematics; follow and provide oral and written instructions; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Forklift certification

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

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