



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

STOREKEEPER III

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 35 Job #: VA14
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JOB SUMMARY

This is the journey level position performing Storekeeper III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. This position performs warehousing functions and/or oversees a satellite warehouse.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Reviews inventory reports, monitors material usage to ensure that material is procured in a timely and efficient manner, adjusts min/max levels, prepares material requisitions for non-contract items, and recommends the most efficient method of purchasing materials and supplies.
2. Receives, inspects, stocks, and stores materials, supplies, equipment and tools; researches and resolves discrepancies and damages when necessary; and initiates allocation of space for supplies. Barcodes and inputs data for fixed assets and loss-prone items.
3. 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.
4. Fills orders; issues tools, parts, and materials; prepares and stages orders for pick up and ensures that packaging meets DOT regulations for transport; inputs issues, receipts, and transfers; performs customer returns and reissues; maintains required records.

5. Provides material cost estimates, and confirms material availability; procures materials, supplies, tools, and equipment using corporate credit card or submitting purchase requisitions; Researches and provides information regarding delayed or pending deliveries; communicates with vendors as needed; arranges changes in delivery dates, cancellation of orders or the return of materials.
6. Conducts inventory cycle counts; investigates irregularities related to overages and shortages, and makes adjustments as needed.
7. Recommends procedural changes, warehouse area space modifications, and adding products to inventory.
8. 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; ensures compliance with federal and state safety regulations.
9. Run reports and make recommendations on obsolete or slow moving items; purges shelves of surplus materials. May transfer unused items to other warehouses.
10. Investigates invoicing issues for Accounts Payable.
11. Uses material handling equipment to move items; load and unload trucks; pick up and deliver parts, materials and supplies.
12. 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 four years of relevant experience; or two years in a MWD Storekeeper II classification.

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

Required Skills and Abilities to: Organizational and planning; customer service; mathematics; follow and provide oral and written instructions, lead; 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

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Adopted: 03/11/13

Revised:

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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.