DEFINITION
Under supervision and in compliance with all CAL-OSHA personal and equipment safety regulations, receives, ships, stocks, issues and requisitions a wide range of materials, supplies, tools, parts and equipment used for the installation, construction and/or maintenance of a water distribution system; maintains inventory levels and accurate stock records; organizes and maintains safe, secure, neat, orderly, and clean storage areas both inside and outside of the warehouse; inspects and ensures the maintenance of assigned vehicles and equipment; safely operates District vehicles and warehousing equipment; and performs other related duties as assigned or required.

DISTINGUISHING CHARACTERISTICS
**Storekeeper I** is the entry level classification in the Storekeeper series. Under close to general supervision within a framework of established policies and procedures, incumbents perform basic storekeeping duties and receive training and experience in more difficult storekeeping activities. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures.

This class is distinguished from the journey-level **Storekeeper II** which either performs storekeeping work of moderate difficulty or directs the activities of a Storekeeper I or other assigned personnel in a lead capacity. The Storekeeper I and II classifications are flexibly staffed. Incumbents normally advance to the Storekeeper II classification after gaining requisite experience, demonstrating sustained satisfactory performance, achieving and demonstrating proficiency in the job requirements of the journey-level classification and upon recommendation and approval of higher level supervisory and management staff.

**Storekeeper II** is the journey level classification in the Storekeeper series. Under general supervision within a framework of established policies and procedures, incumbents perform the full range of moderately difficult storekeeping activities or direct the activities of a Storekeeper I or other assigned personnel in a lead capacity. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the District.

This class is flexibly staffed and is normally filled by advancement from the Storekeeper I level, or by an external hire with requisite qualifying experience.

TYPICAL DUTIES
**TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Unpacks materials, supplies, tools and equipment; verifies articles received against packing list and purchase orders; counts or weighs articles, as appropriate.
- Inspects incoming items for wear, damage, or defects; reports identified discrepancies or damage in materials received and notifies appropriate person if repairs or adjustments
are required; delivers inventory and non-inventory items purchased by satellite warehouses; and notifies or delivers items received to addressee.

- Stores articles in established bins, racks, shelves and/or at floor or yard sites; and/or develops shelving systems for storage and retrieval as needed.

- Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.

- Records receipt of new items in the District's inventory system as they are received; inventories stock as scheduled or required; posts and maintains records of stock received and issued; notifies superiors when supplies are getting low; coordinates with Accounting and participates in the annual physical inventory process; and conducts a weekly accounting of uniforms.

- Safely operates a pickup truck to collect materials and supplies from suppliers and to make deliveries to field crews and other District facilities; operates a fork lift or other material handling equipment to load, unload, move and stack materials, supplies and equipment in enclosed and open storage areas.

- Packs and ships materials, supplies, tools, and equipment for return, repair, replacement or scheduled maintenance; and processes the return of materials to vendors or materials to be scrapped or junked.

- Operates an on-line computer system to access, input, and change inventory data and related information; enters all stock material issuances into the District's computerized inventory system.

- Maintains logs and records of materials received, issued and in stock; prepares a variety of forms and records and obtains necessary signatures for stock issuance; performs other clerical duties associated with the storekeeping function and solves difficult problems such as tracing purchase documents or partial shipments.

- Co-ordinates activities with the Engineering Department on material needs for planned jobs; works with the Accounting Section on discrepancies in deliveries and to identify and anticipate transactional problems of a purchase or delivery; and coordinates with the Purchasing Section on material purchases, inventory, and non-inventory items according to ACWD specifications and standards.

- Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.

- Stages most materials, supplies and equipment for crews; assembles materials from requisition forms; loads and unloads equipment and supplies from trucks.

- Handles all issuances of construction meters (hydrant meters) to outside customers and processes receiving of returned construction meters following proper procedures.

- Generates re-order of inventory supplies and materials via electronic ordering system; develops purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for specific jobs.
May determine material requirements from general item descriptions or from construction drawings or specifications, may contact vendors to determine availability of parts and equipment.

Maintains the stock area, warehouse and related areas in a clean and orderly condition; and ensures the security of equipment and supplies in storage by locking up equipment as needed.

Checks condition of all equipment returned upon completion of jobs; cleans, operates, and performs minor maintenance on a variety of power tools and equipment used in the salvage and disassembly of pipe units or fittings, which includes checking for loose belts, low fluid levels, worn hoses and connections.

Moves and transports office furniture; performs a variety of individual yard and warehouse assignments.

May instruct other assigned personnel in storekeeping procedures.

Performs other related work as required.

REQUIREMENTS
Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:
Completion of the twelfth grade, or its equivalent, and

Storekeeper I: One year of work experience involving record keeping, handling of supplies and equipment, and contact with the public.

Storekeeper II: Either (1) One year of experience as a Storekeeper I with demonstrated and sustained satisfactory performance and achievement of demonstrated proficiency necessary to meet the requirements for level II and recommendation and approval of higher level supervisory and management staff; or (2) two years of responsible storekeeping experience equivalent to duties performed by the District’s Storekeeper I.

Knowledge, Skills and Abilities:

Storekeeper I:
General Knowledge of: basic principles and procedures of inventory control, shipping and receiving; identification and use of common hand and power tools; safe procedures for moving heavy objects; tools, materials and equipment used in construction and maintenance work; units of weights and measures; use of a personal computer in a Windows environment software applications for E-mail and calendaring.

Skill and Ability to: learn and apply proper methods and practices used in ordering, receiving, shipping, and storing a variety of materials, supplies, tools and equipment; learn to distinguish and identify specific types of water works materials, supplies and equipment; perform mathematical calculations with speed and accuracy, including fractions and decimals; speak
and understand basic English; read and write legibly; operate a vehicle observing legal and
defensive driving practices; learn to safely operate forklifts, trucks, power tools and other
warehousing equipment; learn to effectively operate a personal computer and work-related
software, calculator and other standard office equipment; enter data into a real-time operating
system; quickly learn the operating requirements of the District’s computer; establish and
maintain accurate record keeping systems; lift and carry moderately heavy and bulky items;
communicate effectively and deal tactfully and courteously with the public; understand and
follow oral and written instructions; establish and maintain effective working relationships; and
perform essential duties of the job without causing harm to self or others.

**Storekeeper II:** (In addition to the above)

**Working Knowledge of:** the appropriate methods and practices used in receiving, storing, and
issuing materials, supplies and equipment used in the water industry; methods inventory
management; the identification of tools, materials and equipment used in water utility
construction and maintenance work; units of weights and measures; use of common hand and
power tools and material handling methods; job-related safety methods, practices, rules and
regulations; proper English usage in verbal and written form; relevant policies, rules and
governmental regulations.

**Skill and Ability to:** direct the work of less skilled employees and work independently in the
absence of supervision; communicate clearly and concisely, both orally and in writing; perform
difficult mathematical computations, including fractions and decimals with speed and accuracy;
maintain clerical supply records; safely operate a variety of motor vehicles, including pickup
trucks and light forklifts; operate a computer and effectively use a variety of work-related
software; effectively utilize the District’s computer systems related to job duties and
responsibilities.

**Additional Requirements:**
- Must possess, or acquire within six months of employment, a California commercial
driver’s license, unrestricted Class “B” and have a satisfactory driving record.
- Must possess or have the ability to obtain and maintain appropriate forklift certification.

**Working Conditions/Physical Requirements:**
The essential duties of this job are performed in both a warehouse environment and outside in
various weather conditions around moving vehicles and equipment with frequent exposure to
high frequency noise, dust, allergens, chemicals and/or pesticides, grease/oil, fumes and gases.
On a daily basis, the essential duties of the job require incumbents to climb, stoop, kneel,
crouch, stand, and walk; to sit for extended periods of time; to extend arms and use upper
extremities, finger dexterity and hand strength to reach, pick, pinch, and grasp; to lift objects
weighing up to 90 pounds; to carry, push and pull objects weighing up to 50 pounds; to hear and
talk to receive and communicate information; to view a computer screen for extended periods of
time and to see objects within one to twenty feet using a full field of vision, good depth
perception and the ability to distinguish basic colors and shades of color; to occasionally
perceive attributes of objects by touch and to work overtime on an as needed basis.

Revised: 07/12

Approved: 

Human Resources/Risk Manager