

TITLE: STOCK SERVICES CREW LEADER

CODE: 35015

GENERAL DESCRIPTION:

This is responsible utility stock crew leader work involving the receipt and issuance of repair and replacement materials, parts or tools with the assistance of stock services specialists.

Work involves responsibility for timely and accurate issuance of materials, parts or tools for vehicle and equipment maintenance and repair. Duties include receiving, issuing and accounting for materials, parts or tools for vehicle and equipment maintenance and repair. This position also has the responsibility for making difficult stock management decisions. This work requires that the employee have considerable knowledge, skill and Ability in stocking operations and record keeping.

SUPERVISION RECEIVED:

Works under the general supervision of the Stock Services Superintendent.

EXAMPLES OF DUTIES:

Receives, stores, inventories, issues, and maintains records on materials, parts or tools used in repair and maintenance of automobile, truck and equipment fleets.

Assigns, oversees and corrects the work of a small work crew in vehicle and equipment stock-services operations.

Fills out forms on completed work assignments. Maintains inventory and operational records. Prepares reports on stock use and needs. Coordinates purchasing procedures.

Demonstrates work procedures. Cites work rules violations.

Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of stocking operations and record keeping methods, equipment and materials.

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Some knowledge of public administration principles and practices as applied to inventory records and crew operations reporting.

Good ability to communicate orally and in writing and to lead a work crew.

Good ability to make operational decisions within established procedures and to complete routine forms.

Good ability to oversee the activities of an assigned work crew.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible stock, stores, inventory, or receiving experience including some experience in a lead capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.