

TITLE: YARD STOCK CREW LEADER

CODE: 35017

GENERAL DESCRIPTION:

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

Work involves responsibility for timely and accurate issuance of general commodities, materials, parts or tools for systems maintenance and systems repair. Duties include receiving, issuing and accounting for general commodities, materials, parts, or tools for systems maintenance and systems repair and operating yard equipment. This position also has the responsibility for making difficult stock management decisions in accordance with established procedures. This work requires that the employee have considerable knowledge, skill and ability in stock operations and record keeping.

SUPERVISION RECEIVED:

Works under the general supervision of the superintendent or supervisor.

EXAMPLE OF DUTIES:

Receives, stores, inventories, issues, and maintains records on general commodities, materials, parts or tools used in systems maintenance or systems repair and in supplying offices and janitorial services.

Assigns, oversees and corrects the work of a small work crew in stock operations.

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

Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.

Demonstrates work procedures. Cites work rule violations.

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

Performs related work as required.

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KNOWLEDGE, SKILLS A.ND ABILITIES:

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

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 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 experiencing substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.