

TITLE: SWP INVENTORY STOCK CLERK

CODE: 38210

GENERAL DESCRIPTION:

This is very responsible stock services work involving the receipt, recording, stocking and issuance of materials, parts, and tools.

Work involves responsibility for timely and accurate issuance of materials, parts, and tools for the Solid Waste Processing facility. Duties include receiving, issuing, and recordkeeping for materials, parts, and tools and performing routine data entry relating to maintenance work orders and inventories. This position also has the responsibility for making standard stock services decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill, and ability in stocking operations and recordkeeping.

SUPERVISION RECEIVED:

Works under the general supervision of the Staff Engineer 1.

EXAMPLES OF DUTIES

Receives, stores, inventories, issues, and maintains records on materials, parts, and tools used in the maintenance and repair of the equipment and buildings at the solid waste processing facility.

Maintains inventory records. Enters data into records for all stock received and issued.

Utilizes the maintenance management computer to enter all work orders received and processed. Updates outstanding work orders and equipment maintenance history.

Canvasses vendors for required stock items and spare parts. Initiates purchase requisitions.

Reviews work orders and issues required parts and tools in support of the maintenance staff.

Cleans and maintains stock storage area. Maintains inventory labeling system.

Operates forklift in removing materials.

Picks up and delivers spare parts, as required.

Performs related work, as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the tools, equipment and methods of stock services.

Good knowledge of the work standards and safety procedures in stock services.

Good knowledge of data entry in relation to inventory maintenance.

Considerable ability to perform stock services work safely, effectively, and efficiently.

Considerable ability to follow oral and written instructions and to learn District procedures.

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

Good ability to fill out forms and charts.

QUALIFICATIONS:

A high school diploma or the equivalent plus two years of experience in stock, stores, inventory, or receiving, including at least some experience utilizing a personal computer, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.