



## Position Description

Job Title:	Storekeeper and Maintenance Person
Department:	North Shore Distribution Center
Supervisor:	Superintendent – North Shore Distribution Center

### Job Summary

Coordinates the receipt, maintenance, recording, and distribution of materials, supplies, and other expendable items required for the day-to-day operation of the West View Water Authority (WVWA) North Shore Distribution Center.

### Specific Duties – (E/N = Essential/Nonessential Functions)

- E/N – E 1. Receives, maintains, and distributes all operational materials, supplies, and expendable items used in the day-to-day operations of WVWA.
- E/N – E 2. Maintains records of supply inventory and conducts periodic counts, as required.
- E/N – E 3. Enters inventory data and stock levels to inventory data base using computer data entry station.
- E/N – E 4. Sets up and maintains physical locations for stocking, storing, and distributing all required materials, supplies and expendable items.
- E/N – E 5. Plans, aligns, stocks, cleans, and maintains inventory areas.
- E/N – E 6. Orders materials as needed by supervision or reorder point requirements.
- E/N – E 7. Conducts physical inventory count of all materials, supplies, and expendables annually or more frequently as required.
- E/N – E 8. Prepares or computer generates reports of inventory in accordance with standard reporting procedures.
- E/N – E 9. Unloads, stores, or distributes materials and supplies either manually or using forklift, hand truck, dolly, or other specified or required equipment.
- E/N – E 10. Oversees and maintains records of receipt of fuels and its distribution to WVWA vehicles.
- E/N – E 11. Services minor maintenance problems on WVWA equipment and operates job related vehicles as required.
- E/N – E 12. Carries out other duties which may include custodial or other support related activities.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be requested to perform job related tasks other than those specifically presented in this description.

## ***Qualifications and Job Requirements***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, keep records and prepare basic reports.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units, weight, measurement, volume, and quantity.

### **Reasoning Ability**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and distant vision.

## ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.