JOB DESCRIPTION

Coachella Valley Water District

Date: June 2006

TITLE: Storekeeper

SECTION: Materials Management

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: Materials Management Supervisor

Supervises the following positions: Not Applicable

DEFINITION: This is the first level in a two level Storekeeper series. Incumbents are responsible for the receiving, shipping, stocking, and delivery of goods and materials. Duties include making deliveries by truck or van, making database entries, internal and external customer service, and problem solving. Incumbents may be assigned to work independently at remote work locations, or may assist with office support duties.

ESSENTIAL FUNCTIONS:

1. Pulls job orders; marks and prepares supplies, materials, and/or equipment for delivery; issues materials and equipment to authorized personnel; picks transfer tickets for store locations and prepares for transfer; delivers materials to appropriate locations.

2. Receives, unpacks, counts, and inspects equipment and materials to ensure accurate quantity of received materials; loads and unloads supplies and equipment from trucks; marks materials with stock numbers and places in proper storage areas; completes receiving reports for items delivered to the District, utilizing established procedures.

3. Enters and retrieves a variety of information related to goods received into applicable database and/or spreadsheet; monitors and maintains information to ensure accuracy and integrity of data.

4. Cleans, sweeps, and ensures the safety of the warehouse.

5. Prepares packages for shipping via multiple carriers.

6. Performs other duties of a similar nature or level.

License or Certificates: Must possess a Valid Class A California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Must obtain Forklift Operator Certificate within one month of appointment.

Experience: One year of warehouse experience, including operation of a forklift; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Warehousing principles and procedures;
- Shipping and receiving principles and practices;
- Customer service principles;
- Inventory control principles and practices;
- Safe work practices.
- Data entry techniques;

Abilities:
- Using a computer and related software applications;
- Providing customer service;
- Keyboarding;
- Reconciling data and information;
- Maintaining records;
- Performing basic mathematical calculations;
- Monitoring inventory;
- Perform data entry;
- Operating applicable equipment of the trade;
- Prepare routine reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: High School Diploma or G.E.D.

PHYSICAL REQUIREMENTS:

1. Sits for prolonged periods of time.

2. Operates a computer workstation and a ten-key calculator.

3. Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

4. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

5. Driving: Light

See Human Resources for physical assessment form.