



JOB TITLE:	BUS STOREKEEPER	DIVISION:	BUS
REPORTS TO:	CHIEF STOREKEEPER	EEO CATEGORY:	06 – CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, receives, stores, and issues materials, supplies, equipment, tools, and parts for a specific District operation. Receives and delivers merchandise. Informs Chief Storekeeper of low-level stock items to maintain adequate supplies; and performs related work as required. Performs material handling and record keeping duties associated with store keeping. Monitor running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use.

Essential Responsibilities

- Receives and unpacks materials, supplies, equipment, tools and parts. Verifies articles received against packing lists, invoices and purchase orders; notes discrepancies, damage and/or defects
- Requisitions materials and supplies according to established limits; informs Chief Storekeeper of problems regarding stock limits and product quality
- Consistently and constantly prioritizes assignments to ensure smooth operation of the warehouse
- Stores materials received in bins, on shelves, or in other appropriate locations or arranges for the appropriate delivery of the received materials
- Issues materials, supplies, and other articles from stock through Computerized Inventory Management System
- Operates material handling equipment to load, unload and move materials
- Identifies and inventories long life, major cost items such as furniture, power tools, test equipment and electrical appliances, affixes appropriate asset stickers
- Assures the security of assigned District property; keys, locks, signs
- Takes regular or daily cycle count(s) of the Bus Stores inventory
- Develops and maintains cooperative, effective, productive and tactful working relationships with District personnel and others in the course of the work
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service



- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:

- Occupational health and safety rules and working practices applicable to this position, including techniques for lifting safely
- Standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
- Basic methods of inventory control
- Diesel or auto parts
- Inventory management software programs preferred

Ability to:

- Make accurate calculations and maintain complete and accurate records
- Navigate effectively through parts manuals
- Drive manual shift vehicles, forklifts, and a one ton pick-up truck
- Work independently and make sound judgments within established guidelines
- Work any shift
- Rapidly learn commonly-used materials, equipment and supplies required for District operation
- Safely operate material handling equipment, including a fork lift, hand dolly and motorized pallet jack
- Remain calm, courteous and professional in all situations
- Work effectively with co-workers and maintain a cooperative and professional working environment

Minimum Qualifications

Education and/or Work Experience:

- Two years full-time position related experience in storekeeping with one year in bus diesel parts or diesel truck parts – OR - two years automotive parts experience, involving record keeping and warehouse activities including forklift operation or the equivalent combination of training and experience
- Computerized inventory control/management/software experience required

Required License(s):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record
- No DUIs or reckless driving infractions within the last 7 years
- No more than 2 moving violations within the last 3 years
- Must possess ability to become certified in forklift operation and safety
- Operates District vehicles on a daily basis



Physical Requirements:

- May stand during entire shift
- Frequently lift boxes weighing up to 50 pounds and maneuver heavier materials and supplies with proper equipment
- Willing and able to work outside in inclement weather conditions
- Willing and able to work in a fast paced environment