

## Storeman II

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### **DEFINITION**

This is either manual or clerical work involved in the control of shipping and receiving of materials, tools and equipment in a major stores function, or the independent ordering and issuing of complex mechanical parts to equipment repair personnel in Mobile Equipment Services.

Work of this class involves receiving, unpacking and checking of inventory against inventory sheets and maintaining an inventory of in and out goods. Employees are required to do strenuous manual work over brief periods. Work of this nature performed in a large and diversified central stores facility and is different from the Storeman I class by virtue of the responsibility for maintenance of records for incoming and outgoing stores materials or maintenance of a mechanical parts inventory. The person in this class may be required to carry on lead-hand supervisory duties in regard to training and coordination of staff. Some positions involve the operation of a light truck in picking up and delivering materials.

### **TYPICAL DUTIES\***

Receives and unpacks goods, checks packing slips against stock received and records incoming materials.

Assists when necessary in the storing of goods in the proper storage area.

Supervises the filling of delivery orders and ensures that proper quantities and types of goods are being placed.

Indicates part numbers and description on equipment repair order sheets, types and initiates requisitions for replacing stocks and on occasion orders standard items regularly carried in inventory.

Aids in the loading and unloading of materials by hand or by the use of a mechanical forklift.

Receives, sorts and stores reusable salvage stock.

Drives a light truck to pick up and deliver materials when required.

Performs related work as required.

Or

Issues mechanical parts to automotive, stock or heavy equipment repair personnel.

Indicates part numbers and description on stock issue sheet.

Initiates requisitions to replenish basic mechanical parts inventory.

Initiates purchase orders to acquire non-stock items as required.

Required to thoroughly understand mechanical parts catalogues, distributors and dealers to accomplish the issuing, replenishing and acquiring of mechanical parts.

Stores mechanical parts received in proper bins or issues to mechanics.

Expedites the necessary documentation for returning- wrongly ordered or obsolete parts to appropriate dealers of distribution.

Distributes parts to satellite shops if required.

Performs related work as required.

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### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of stock-keeping practices.

Knowledge of mechanical parts catalogues, distributors and dealers.

Ability to maintain stock flow statements according to well established practices and procedures.

Ability to understand and execute oral and written instructions.

Physical strength and agility sufficient to perform the work of this class.

### TRAINING AND EXPERIENCE REQUIREMENTS

#### Job Level

Completion of the twelfth (12th) school grade supplemented by four (4) years' experience in Stores work involving shipping and receiving of goods; or completion of the journeyman Partsman program and one (1) year practical stores experience. Incumbents must be willing to take further education in basic purchasing, inventory control, processing and basics of supervision.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0443		0444	
Last Updated:	1981-04			
Previous Updates:				
Originated:	1975-05			