

POSITION CLASSIFICATION

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involving larger volume turnover. Work is also different in that it involves determination as to whether stock received meets specifications, when the stock of certain commodities should be replenished and how much to order. The employee is charged with the proper execution of all operations of the stock room or warehouse, including the supervision of storekeepers and helpers. Work is supervised through discussions with and occasional inspections by a superior and through an accounting review of inventory and other records kept.

Examples of Work

(Any position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises and directs the receipt, storage, issuance and delivery of a large and varied stock of materials, supplies and equipment used in public works, construction and maintenance operations.

Keeps inventory and other store records involving a large and varied stock of items and maintains inventory controls for ordering stock replacements.

Makes estimates of stock needs; consults with superiors as to changes in inventory requirements; inspects goods received for proper quantity and qual-

ity and approves invoices for payment.

Makes small replacement purchases in accordance with prescribed inventory procedures and with authority delegated by supervisors.

Assigns work duties to assistants and instructs them in work methods.

Performs related work as assigned.

Desirable Knowledges,

Abilities and Skills

Considerable knowledge of storeroom methods and procedures, including inventory, storage methods, record keeping and purchase and requisition procedures.

Considerable knowledge of types and uses of variety of tools, parts, materials and supplies, particularly as used in public works, maintenance and construction work.

Ability to determine quality of goods against prescribed specifications by inspection.

Ability to plan, assign, review and supervise the work of store assistants in the receipt, storage and issuance of stock items and in minor maintenance and repair of goods and facilities.

Ability to make simple arithmetic computations accurately.

Ability to keep stock and perpetual inventory records of limited complexity and to make standard reports of inventory activities.

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