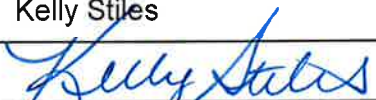


CITY OF UNALASKA
Position Description

Job Class: Non Exempt	Job Title: Storekeeper I
Supervisor: Supply Division Supervisor	Department: Public Works
Wage Grade: 4	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302

DEPARTMENT REVIEW	
Submitted By: Nancy Peterson	Date: 7/9/2013
Reviewed By: Kelly Stiles	Date: 7/10/2013
HR Approval: 	Date: <u>7/10/2013</u>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check. Job related testing may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **10-2007**

What is the overall purpose and objective of this position (why does this position exist)?
Receive, organize, and issue supplies/materials. Track receiving and shipping information. Log fuel entries, assemble bill-out work order information, and prepare management reports to division supervisors. Provides City wide delivery for mail, supplies and materials.

Explain the level of supervision received: **Receives direct supervision from the Supply Division Supervisor.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Data entry of orders using Fox Pro, Phoenix, and Extra Fleet software.**
- 2. Prepare and generate reports using various computer programs.**
- 3. Pick up and deliver materials, supplies, and interoffice mail to and from City Departments and shippers.**
- 4. Check and document incoming materials for accuracy between delivery and invoicing.**
- 5. Receives orders and issues supplies and materials to appropriate departments**
- 6. Stock satellite warehouse and receive bulk shipments.**
- 7. Log inter-office mail and perform postage functions to ensure proper postage amounts.**
- 8. Log fuel entries, assemble bill-out work order information, fill out work orders and prepare management reports to division supervisors.**

Does this position have access to confidential information? Yes No If yes, please provide detail. **Has limited access to confidential information through handling of shipping and invoicing documents.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **Limited access to City funds through use of Limited Purchase Orders.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain. **Must communicate with shippers. Inter and intra department communication on a daily basis with other departments.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- High school diploma or GED equivalent.**
- Any combination of education and experience that can provide the knowledge skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- Must have strong organizational skills.**
- College or technical training with emphasis on inventory control, business and/or computer's.**
- Experience with "Fox Pro", "Phoenix", "Extra Fleet" and/or "MUNIS" software.**

List the knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- **Ability to establish and maintain productive working relationships with City of Unalaska officials, staff, the public, vendors, and agencies.**
- **Good written and oral communication skills, problems-solving skills, and interpersonal skills.**
- **Ability to learn rules, regulations, policies, procedures, and terminology used in a government supply division environment.**
- **Ability to maintain professionalism.**

List the required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Must be proficient in a Windows environment, including Word, Excel, Outlook, and database software.**
- **Knowledge of office practices, and procedures.**
- **Ability to use basic office equipment including, but not limited to: fax machine, multi-line telephone, adding machine, typewriter, and copier.**
- **Knowledge of general record keeping and filing systems.**
- **Must be able to operate a motor vehicle.**
- **Must be able to obtain fork lift certification.**
- **Ability to learn and use MUNIS, Fox Pro, Phoenix, and Extra Fleet software.**

What other special training and/or abilities are necessary to qualify for this position?

Must be able to operate different classes of forklifts. Attention to detail and accuracy in all functions.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="checkbox"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

Shipping and receiving functions demand accuracy. Stocking of materials and operation of equipment requires dexterity. Communication with vendors, and other City employees.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail:

All required certifications and licenses must remain current for the duration of employment. Must be able to obtain and maintain fork-lift certification.

NOTICE

Appointment in this position will be conditional based upon applicant's providing a current copy of his/her Department of motor vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No _____ If yes, please explain: **Main work space is near equipment shop with noise and odors. May work outdoors and in cold warehouse. Safety considerations required when operating machinery. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	<u>65%</u> of time	Shipping, receiving, and delivery requires time on feet. Data entry position has a higher sitting %.
Walking	X	<u>10%</u> of time	
Sitting	x	<u>25%</u> of time	
b. Lifting	X	<u>50</u> lbs.	Materials are received, shipped, and stocked every day.
Carrying	X	<u>50</u> lbs.	
Pushing	X	<u>50</u> lbs.	
Pulling	X	<u>50</u> lbs.	
2. Climbing	X		Perform work on ladders.
Balancing	X		
3. Reaching	X		Stocking.
Handling	X		
4. Stooping	X		Stocking requires these movements.
Kneeling	X		
Crouching	X		
Crawling	<input type="checkbox"/>		
5. Speaking	X		Daily communication required for both.
Hearing	X		
6. Seeing	X		Operating equipment. Color codes, and haz mat interpretation.
Depth Perception	X		
Color Vision	X		

HISTORY SUMMARY

- 11-2001 Included probationary period on page 1. Removed "Department Head" and Replaced with "Director" approval. Removed percentages from job duties on page 2. Added "or equivalent required" to education. Included education and experience evaluated on an individual basis language. Included current drug testing language.
- 10-2003 Included "notice" language. Also included Occasional emergency and non-traditional work hours language. Included "selection guidelines." Changed signature blocks. Clarified CDL requirements. Put JD in current format.
- 10-2007 Added MUNIS software experience to preferred qualifications. Updated job description, under required technical skills, to reflect deletion of AS400 software and addition of MUNIS software. Reduced the lifting, carrying, pulling, pushing requirements under Analysis of Physical Demands from 100 pounds to 70 pounds.
- 12-2007 Removed requirements for and references to CDL Class A with "X" endorsement due to job analysis tasks needed for this position.
- 7-2013 Re-prioritized job duties and required technical skills to better fit the responsibilities of the position. Decreased the weight requirements from 70 pounds to 50 pounds concerning lifting, carrying, pushing and pulling.