

## Job Description

**Job Title:** Storekeeper II

**Supervisor:** Storekeeper Assistant Supervisor

**Job Classification:** Non-Exempt

**Pay Grade:** 20

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for maintaining an accurate inventory of parts and supplies. Locates and purchases required auto, truck bus and vehicular related equipment parts and supplies. Responsible for receiving, checking, storing, issuing, and maintaining of inventory. Storekeeper (Office) is responsible for repair orders and fuel reports.

### **Essential Duties**

1. Effectively maintain a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving.
2. Office Storekeeper is responsible for fuel order ensuring ordering and timely delivery. Maintains a class C Underground Storage Tank license for fuel pumps.
3. Effectively use the maintenance management computer system, generating accurate reports as required by management including EPA fuel reports when assigned. Uses Dossier for data entry and reporting.
4. Issues tools/equipment and maintains accountability log. Assigns fuel keys.
5. Conducts price comparisons to ensure that parts, supplies, and fuel are purchased at the best possible price.
6. Interfaces with vendors, city and management ensuring the best possible price for quality inventory.
7. Models nondiscriminatory practices in all activities.
8. Tracks warranty and recalled parts as well as maintains logs for recyclable material. (I.E. batteries, fluids and tires)

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Bus & Automotive Maintenance Manager or other appropriate administrator.
2. Office Storekeeper:
  - a. Handles all Radio calls from drivers and dispatched mechanics and/or tow trucks accordingly.
  - b. Maintains and documents all state inspection materials and license information for mechanics as well as updates postings for such.
  - c. Input work orders for maintenance to be completed by other departments for equipment breakdowns within SOP.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of a standard high school or equivalent experience and training, with some knowledge of storeroom and inventory procedures and practices. Accuracy in maintaining perpetual inventory and adequate stock level. Must have formal filing experience. Must have strong computer skills and be able to effectively use the maintenance management system, Excel and Word. Must have basic mechanical skills. Must possess a valid Virginia driver's license.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead. Must be able to operate a forklift (licensed/certified). Must be able to lift over 60 pounds. Must be able to bend, stoop, and reach on a regular basis. Must be able to operate shop tools and machinery. Must have visual acuity at a level.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

**Supervision Exercised:** None

**Supervision Received:** Storekeeper Assistant Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper II will be required to follow any other instructions and to perform any other related duties as assigned by the Storekeeper Assistant Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date

Revised 03/2023 CR