

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF095 Fleet Services Storekeeper
POSITION #/TITLE: 0508, 0952 Fleet Services Storekeeper	Adopted: 02-08
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2462/NB221/Garage Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Skills test; Knowledge test
Personal Protective Equipment: Eye, Foot, Hearing	

General Statement of Duties

Provides and accounts for maintenance equipment and supplies.

Distinguishing Features of the Class

Works under general supervision and exercises some discretion in work method.

Examples of Essential Work (Illustrative Only)

Receives fleet related parts and materials at docks;
 Locates materials and equipment in parts/tire warehouse;
 Requests fleet tires and parts to accomplish fleet maintenance tasks;
 Maintains logs of fleet work orders and inventory turns;
 Maintains records of labor performed;
 Performs inventory counts and controls;
 Operates heavy equipment necessary to unload, load, or stockpile materials;
 Maintains records and files related to parts and tire inventory;
 Assists or orders stock and supplies related to fleet maintenance tasks;
 Researches potential fleet parts suppliers and recommends appropriate supplier to management;
 Maintains monthly fleet equipment record sheet;
 Receives, dates and initials invoices;
 Researches correct tire application and specifies those tires for vendor orders;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of tools, storage and inventory procedures, preservation methods, stock records maintenance;

Skill in reading and understanding the specialized vocabulary of fleet maintenance system and in performing simple mathematical computations;
Skill acquired in operation of warehousing equipment and in maintenance of inventories and records;
Ability to operate the following equipment and tools: hand tools, fork-lift, typewriter, calculator, and hand trucks;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of one year of experience in fleet stock work, warehousing, or stores, or two years of work experience in program served; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class B) with air brake and tanker endorsements and valid Medical Examiners Certificate.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment and tools.