

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF095 Fleet Services Storekeeper
POSITION #/TITLE: 0508, 0952 Fleet Services Storekeeper	Adopted: 02-08
	Revised: 01-16

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: 2438/NB367/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 parts in inventory and equipment specific orders for three maintenance facilities.

Distinguishing Features of the Class

Works under general supervision and work is highly prescribed and methods are specific.

Examples of Essential Work (Illustrative Only)

Receives fleet related parts and materials at docks, and verifies parts received match packing slip/invoice
 Stock inventory parts in appropriate bin location;
 Locates materials and equipment in parts/tire room;
 Oversee and monitor part accuracy at three fleet parts storerooms;
 Orders and issues fleet tires and parts to accomplish fleet work orders;
 Maintains inventory levels appropriate to turn around time;
 Performs parts inventory counts, monthly and annually;
 Operates equipment necessary to unload, load, or stockpile materials;
 Verifies daily parts cage logs;
 Researches potential fleet parts suppliers and recommends appropriate supplier to management;
 Pulls parts from stock for mechanics as requested;
 Research inaccurate inventory adjustments and report to management
 Receives, dates and initials invoices;
 Reconcile core credits;
 Notifies technicians when parts are ready by selecting the gear for the part request;
 Generate replenishment reports and orders part daily;
 Generate purchase orders from fleet software
 Order oil and lubricants for the City
 Create cross references for parts;
 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 other duties as assigned

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;
Excellent communication skills
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, computer, 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 Driver's License.
Valid Class B CDL with air brake 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.