

Job Classification Specification

Jobcode Data

Effective Date Job Code 007842 Status A Reg/Temp Preferred

Description STOREKEEPER 2

Minimum Salary Range \$3150.00 Maximum Salary Range \$4733.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for storekeeping work of considerable difficulty and supervisory work of routine difficulty, being responsible for storekeeping operations at a large storehouse; and performs related work as required.

Distinguishing Features: An employee in this class is responsible for the operation of a major storehouse with a wide variety and volume of commodities. This class differs from that of a Storekeeper 1 in that an incumbent of the latter has lesser overall storekeeping responsibilities and often reports to an incumbent of this class.

RESPONSIBILITIES

Getting Information:

1. Verifies order accuracy prior to shipment by comparing shipping documents to actual items pulled for the order.
2. Contacts customer to collect the necessary information to determine the correct delivery destination in the case of delivery errors.
3. Retrieves contract and vendor information from the Edison procurement portal in order to place orders for restocking.
4. Reviews re-order reports to identify low count data for product re-ordering.

Inspecting Equipment, Structures, or Materials:

1. Reviews the purchase order to ensure accuracy of products received.
2. Inspects incoming equipment/stock to ensure no damage has occurred during shipping.
3. Inspects equipment in order to make recommendations for repairs, replacement or purchase of needed equipment.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Operates various equipment (e.g., forklifts, manual and electric pallet jacks, cherry pickers) to assist in moving

- and transporting heavy products, inventory and picked orders throughout the warehouse.
2. Operates scanning devices to reserve products for customer orders.
 3. Operates and/or utilizes a variety of electronic devices including calculators, copy machines, postage scales and carts to accurately fill and prepare customer orders.
 4. Operates a motor vehicle (e.g., trucks and vans) in order to distribute deliverable customer orders.

Scheduling the Work and Activities:

1. Distributes daily work assignments to designated staff based on the number of work orders and priorities for the day.

Monitor Processes, Materials, or Surroundings:

1. Conducts periodic inventory checks to maintain accuracy of inventory.
2. Monitors all hazmat items to detect spills, leakages, chemical reactions and other potential dangers to ensure all local state and federal regulations are met.
3. Reviews temperature log to ensure the temperatures are logged as policy requires.
4. Conducts spot checks to ensure staff are properly rotating perishable goods on the "first in, first out" method.
5. Conducts inventory on hazardous materials to create accountability reports.

Performing General Physical Activities:

1. Climbs various types of ladders to retrieve or stock products at high levels.
2. Stoops and lifts to load and unload equipment or cases of stock (e.g., paper, canned goods, juice bottles and furniture) to and from pallets, delivery vehicles, and warehouse locations.
3. Carries heavy boxes of inventory products from one destination to another within the warehouse/commissary.
4. Walks varying distances repetitively to complete filling orders.

Processing Information:

1. Participates in physical inventory counts to maintain accurate stock records of all products housed in the warehouse/commissary.

Communicating with Supervisors, Peers, or Subordinates:

1. Communicates (written and verbal) delivery and receiving information to staff to ensure delivery process is carried out smoothly.
2. Communicates (written and verbal) errors in shipping/receiving manifest and products to supervisor.

Performing Administrative Activities:

1. Enters performance evaluation documentation according to state policies and procedures.
2. Generates inventory related reports (e.g., daily operating report, transaction register, shipping report, current inventory value report).
3. Processes, logs and files shipping and delivery related documents.
4. Maintains daily activity logs on all orders pulled and packed.
5. Enters and approves employees' leave and attendance.

Interacting with Computers:

1. Enters data into Excel spreadsheets to compile information to generate reports, process orders and track inventory.

2. Enters delivery information into shipping software programs for FedEx, UPS and USPS to process and generate shipping labels for customer orders.
3. Enters product information to place orders for replenishing commissary goods.

Communicating with Persons Outside the Organization:

1. Interacts and communicates (written and verbal) daily with customers, vendors inside and outside state government to ensure accuracy of orders and to confirm delivery availability.
2. Responds directly to customers in order to resolve any dissatisfaction.
3. Collects or gathers information regarding customer complaints or delivery issues.

Establishing and Maintaining Interpersonal Relationships:

1. Provides excellent customer service in order to maintain professional working relationships.

Resolving Conflicts and Negotiating With Others:

1. Investigates complaints by customers regarding quantity or quality of stock received.

Coaching and Developing Others:

1. Conducts performance evaluations for all assigned staff.
2. Provides guidance and direction to assigned staff for daily activities.
3. Cross trains staff as necessary to provide continued warehouse coverage.
4. Identifies developmental needs for assigned staff in order to improve their knowledge and skills.

Staffing Organizational Units:

1. Identifies candidates to be interviewed for vacant positions.
2. Conducts interviews for potential employees.
3. Makes recommendation on personnel actions that may regard promotion, demotion, retention and related.

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of storekeeping work.

Substitution of Experience for Education: Qualifying experience in storekeeping may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES

Competencies:

1. Time Management
2. Functional/Technical Competency
3. Managing Diversity
4. Customer Focus
5. Written Communications
6. Motivating Others
7. Listening
8. Organizing
9. Ethics and Values
10. Priority Setting

Knowledge:

1. Knowledge of principles and processes for providing customer service
2. Knowledge of simple mathematic calculations
3. Knowledge of relevant equipment, policies and procedures to promote effective security and safety operations
4. Knowledge of clerical procedures such as word processing, filing, and other office procedures and terminology

Skills:

1. Active Listening
2. Active Learning
3. Speaking
4. Reading Comprehension
5. Writing
6. Instructing
7. Time Management
8. Negotiation

Abilities:

1. Oral Comprehension
2. Oral Expression
3. Written Comprehension
4. Written Expression
5. Number Facility
6. Dynamic Flexibility
7. Peripheral Vision
8. Static Strength
9. Speech Clarity

TOOLS & EQUIPMENT

1. Computer
2. Telephone
3. Fax Machine
4. Printer
5. Forklift

6. Hand-held Scanner
7. Motor Vehicle (Box Truck, Van)