

Department: Highway

SPEC DISK F5

Classification: Competitive

DOCUMENT 35

Grade: 6

### STOCKKEEPER

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves a combination of good clerical skills, with moderate importance involving keeping simple stock records and the performance of other routine tasks. Receives, inventories, stores, issues and tracks a variety of automotive parts, tools, and construction equipment materials. Is responsible for the economic and efficient distribution of supplies in the County Highway Department. The work is performed under general supervision. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Orders standard supplies, automotive parts and equipment using department requisition procedures;  
Inspects goods received, and approves invoices for payment;  
Receives, inventories, stores and distributes automotive parts, materials, tools and equipment;  
Maintains perpetual inventory of materials and supplies in accordance with department policy;  
Handles standard day to day vendor traffic in yard;  
Maintains fuel inventory and insures minimum of gallonage to be maintained;  
Maintains records and prepares reports on equipment maintenance schedules, history and condition.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of stockkeeping methods of automotive parts, tools, and construction equipment and procedures used in the ordering, receiving, inventory, storage and issuing supplies. Good knowledge of the basic methods of maintaining inventory controls, basic knowledge of arithmetic skills as it relates to the duties, good knowledge of office methods and practices, familiarity in the use of a P.C. Computer, mechanical aptitude, ability to get along well with others; accuracy; orderliness; good judgment; honesty and reliability. Physical condition commensurate to the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalency and two years of experience in a profession relating to the automotive industry in regards to the ordering, storage, inventory, and distribution of supplies.

REVISED: 04/17/98

