

## JURUPA COMMUNITY SERVICES DISTRICT WAREHOUSE/INVENTORY CONTROL I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under the supervision of the Finance Manager, performs a variety of purchasing tasks; performs storekeeping activities including the receipt, inspection, delivery, pick-up, inventory, storage, and issuance of stock; performs related work as assigned.

### CLASS CHARACTERISTICS

Warehouse/Inventory Control I: This is an entry level class in the Accounting Department. Incumbents main responsibilities will be warehouse organization and yard maintenance.

Warehouse/Inventory Control II: Incumbents main responsibilities will be Inventory Control and purchasing.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Receives, orders, stocks and issues supplies, materials and parts; checks shipment for condition, shortages and discrepancies; prepares materials for shipment; follows-up on overdue shipments. (a b c d f g h j)

Issues tools and supplies; responds to questions regarding stock items. (a b d g j)

Checks stock items for reordering and places orders; may contact local vendors to obtain best price for items not in stock; makes purchases of parts and materials; maintains stock records; conducts periodic inventory, prepares inventory reports and purchase orders. (a b d f g i j)

Maintains shipping/receiving and other records; assists in maintaining files related to purchase orders. (a b d f h j)

Picks up and/or delivers equipment and supplies to vendors as required; schedules maintenance and repair of District vehicles and equipment with outside vendors. (a d e j)

Maintains cleanliness, security and safety within stores area. (a c d j)

Performs other tasks/functions deemed necessary to the daily operation of the District. (All)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Maintain records.
- c. Perform manual work in lifting/moving stock and maintaining a clean, orderly work area.
- d. Work independently.
- e. Operate a variety of equipment to transport to various locations.
- f. Operate a computer and related software applications.
- g. Identify stock items and issue correct supplies and materials.
- h. Count items received and compare against packing list.
- i. Take inventory of stock room.
- j. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and two years of experience in storekeeping and inventory control. The Warehouse/Inventory Control II position must have at least 3 years of experience within this scope of work.

Knowledge and Skill Levels

Working knowledge of storekeeping and inventory methods and procedures; nomenclature, grades and classification of a variety of supplies and materials; operation and maintenance of stockroom equipment.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; stoop, kneel, crouch, and climb.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of ability to obtain certification from District provided CPR/First Aid Training.

FLSA / NON-EXEMPT

Range 41

Range 74