

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
JOB DESCRIPTION**

**STORKEEPER**

**FLSA Exemption Status:** Non-Exempt

**Authorized:** 10/99

**Bd. Revised:** 05/08

**Job Summary**

Researches, requisitions, receives, ships, stocks and issues a wide range of parts, materials, and supplies required for the repair and maintenance of District coaches, Light Rail Vehicles (LRVs), and Fare Vending Machines (FVMs); organizes and maintains parts storage areas; inspects and ensures the maintenance of assigned vehicles and equipment; safely operates District vehicles and warehousing equipment; and performs related duties as assigned.

**Distinguishing Characteristics**

This is a specialist classification that performs a full range of duties and functions related to the ordering, receiving, shipping, storing, control and distribution of parts, equipment, tools, supplies and materials required for the maintenance of District coaches, LRVs, and FVMs.

**Supervision Received**

Receives general supervision within a framework of standard operating policies and procedures.

**Supervision Exercised**

Incumbents may provide work direction to other staff involved in warehouse activities.

**Essential Functions and Responsibilities**

Reviews requirements for parts, material and supply needs and create requisition(s) and/or suggest ordering of regularly used inventory based on usage rate, storage space, and delivery time; requisitions, ships, receives and stocks a variety of parts, materials, and supplies; establishes and maintains computer records of parts, materials and supplies ordered, received, issued and in stock; compares nomenclature, stock numbers, authorized substitutes and other listed information to verify accuracy of shipping orders; inventories incoming and outgoing laundry; organizes and maintains parts storage areas: confers with vendors, supervisors and others regarding products, price and requirements; references parts catalogs and other sources to determine correct parts for specific applications; issues parts and materials; picks up and delivers parts and materials; takes and records periodic and special inventories; and performs other related duties as assigned.

## **Storekeeper**

### **Required Education, Experience, Knowledge Skills and Abilities**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Required Prior Education:**

High school diploma or equivalent.

#### **Required Prior Experience:**

Successfully passing the District's Storekeeper Examination with additional training provided by the District. External applicants must have two years of successful full-time experience in a materials and inventory operation as a parts clerk, stores clerk or similar position responsible for requisitioning, receipt, shipping, storage, inventory management and/or distribution of parts, materials and supplies.

#### **Licenses and/or Certificates:**

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

#### **Required Knowledge of:**

- Methods and practices of storekeeping, warehousing and inventory management and control.
- Vehicle and equipment parts, accessories, parts assemblies and terminology.
- Supply sources for specialized vehicle and equipment parts and accessories.
- Various parts catalogs and manuals.
- Basic principles and practices of purchasing.
- Safety standards relative to handling hazardous chemicals and materials.
- Basic record keeping methods.
- English usage, basic math and units of weights and measures.
- Standard and accepted first aid and safety practices.

#### **Required Ability to:**

- Apply proper methods and practices used in requisitioning, receiving, shipping, and storing a variety of parts, materials, supplies, tools and equipment.
- Research vendor information and make or recommend sound purchases.
- Understand and accurately apply oral and written instructions.
- Safely operate a variety materials and inventory equipment including trucks, forklifts, pallet jacks, and hand carts.
- Establish and maintain accurate record keeping systems.
- Operate a personal computer, calculator and other standard office equipment.
- Standard use of hand tools and equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Learn and effectively apply District policies and procedures.

## **Storekeeper**

- Establish and maintain effective working relationships with those contacted in the performance of work duties and responsibilities.
- Perform essential duties of the job without causing harm to self or others.

### **Required Computer Skills with:**

- Personal computer and Windows applications.
- Ability to learn and use SAP or other automated inventory/procurement system.
- Familiarity with and ability to effectively use a standard email system.

### **Physical and Mental Requirements**

The essential functions and responsibilities of this job are performed in both a shop environment and outside in various weather conditions around moving vehicles and equipment. Incumbents are exposed daily to grease, oils, fumes, smoke, gases, and airborne particles and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb, stoop, kneel, crouch, stand, and walk; to sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch, grasp, lift, carry, push and pull boxes and other objects weighing up to 50 pounds and to occasionally perceive attributes of objects by touch; to hear and talk to receive and communicate information; to view a CRT screen for extended periods of time and to see objects within one to twenty feet, using a full field of vision, the ability to distinguish basic colors and shades of color and good depth perception.