

**MAJOR FUNCTION**

This is responsible work in the operation of a parts, materials or supply room or warehouse. Duties may include responsibility for performing lead worker duties to employees engaged in similar activities. Work is performed under the general supervision of a designated supervisor in accordance with the established policies and procedures.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews and initiates purchase orders to ascertain that parts, materials and supplies are properly received, delivered and receipted prior to recommending payment. Receives parts, materials or supply requests from mechanics and other individuals authorized to submit requests. Removes parts, materials and supplies used from inventory record, as applicable. Inspects parts received as to quality and quantity in compliance with established standards. Orders and/or issues a great variety of parts materials and or supplies. Places orders for parts with approved vendors. Keeps operating records and makes reports as required. Posts daily transactions to inventory control system(s) as is applicable. Designated positions operate, maintain and replace minor defective components of the Automotive Fuel Dispensing System at the City Fueling Facility. Designated positions dispense fuel, make fuel reports, purchase fuel and issues computer chip fuel keys. Designated positions interface with Peoplesoft, Infospan and Champs in the performance of their duties. Performs other duties as required.

**Other Important Duties**

Performs routine cleaning of storage facility and keeps it orderly. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of inventory control methods and procedures used in receipts, storage, handling and control of parts. Considerable knowledge of general operations of area of responsibility and considerable knowledge of the parts, materials, and supplies stocked and their use. Knowledge of business math and computer and electronic data processing application and operation. Ability to follow oral and written instructions, and to prepare reports and maintain records. Ability to establish and maintain good working relations with fellow workers and vendors. Ability to determine quality goods against prescribed specifications.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and three years of experience as a clerk receiving, recording and issuing parts, supplies and materials applicable to the area in which the vacancy exists; or an equivalent combination of training and experience.

**Necessary Special Requirements**

At the Department Director's discretion, designated positions assigned to this class must possess a valid Class E State driver's license at time of appointment.

At the Department Director's discretion, designated positions assigned to this class must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

**Electric & Gas Utility Positions:**

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Employees assigned to the Purdom or Hopkins facilities must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

Employees assigned to the Purdom or Hopkins facilities must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of employment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric & Gas, must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment

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