



CLASS TITLE: HEAD STOREKEEPER

CHARACTERISTICS OF THE CLASS

Under supervision, the class either functions as a lead worker or participates in performing complex storekeeping activities at a large City warehouse, storeroom or storage site consisting of large and varied stock, and performs related duties as required

ESSENTIAL DUTIES

- Monitors the work of storekeeping staff involved in the receipt, unpacking and distribution of various supplies, materials and equipment (e.g., furniture, library books, pharmaceuticals and medical equipment) and the checking of items against invoices and receiving reports to ensure the accuracy of deliveries
- Participates in complex storekeeping activities involving the ordering, inventorying and distribution of large and varied stock
- Oversees and participates in the unloading and transporting of delivered items using lifts and hand trucks, and the stocking of shelves and storing of items utilizing appropriate handling, storage, and distribution guidelines and processes
- Fills and oversees staff filling and distributing requests for supplies, materials and equipment by retrieving items from inventory, packaging items and delivering to departmental sites
- Utilizes manual and computerized inventory management systems to track inventory levels and usage
- Implements storekeeping procedures to ensure quality assurance and control operations
- Contacts vendors to resolve problems regarding received items that are damaged or incomplete and to obtain delivery information on supplies and equipment ordered
- Oversees and participates in the periodic and annual inventory counts of supplies, materials and equipment located in a City warehouse or storage location and prepares related reports
- Inspects work area to ensure the cleanliness, safety and security of warehouse, storeroom or storage sites
- Tests and validates supplies and equipment (e.g., refrigerators, emergency support equipment) to ensure accurate operation of items
- Prepares reports on work accomplishments
- Recommends the disposal of excess, defective, or obsolete stock
- Coordinates the placement of property control decal items on furniture and equipment
- Operates lifts, hand trucks, and jacks to unload, transport and store supplies, as required
- Trains staff on storekeeping methods and procedures, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of inventory control or storekeeping experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Assignments requiring the operation of a forklift will require positions to be trained and evaluated by the employer prior to the assignment, as required by OSHA standards administered by the Illinois Department of Labor (IDOL)
- Some positions may require a valid State of Illinois Driver's License

WORKING CONDITIONS

- General warehouse or storeroom environment
- Exposure to fumes, noise and dust
- Exposure to abnormal temperatures

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, gloves, vest)
- Manual moving equipment (e.g., hand trucks, dollies)
- Powered moving equipment (e.g., electric or motorized lifts and jacks)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *storeroom and warehouse management methods
- *inventory and control methods, practices and procedures
- *practices and procedures for receiving, storing and issuing materials and supplies
- *applicable safety principles and practices
- *recordkeeping methods, practices and procedures

Moderate knowledge of:

- *applicable computer software packages and applications

- applicable manual and power driven equipment

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Principal Storekeeper class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *TIME MANAGEMENT – Manage one's own time and the time of others
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- INSTRUCTING – Teach others how to do something
- OPERATION AND CONTROL – Control operations of equipment or systems

Other skills as required for successful performance in the Principal Storekeeper class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Principal Storekeeper class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

CODE: 1817
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City of Chicago
Department of Human Resources
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