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## WAREHOUSE/STOCK CONTROLLER

Department: Meter Department  
Range:

FLSA Status: Non-Exempt  
Effective Date: September 1, 2010

### **General Purpose**

Under general direction from the Superintendent/Chief Operator, to perform skilled journey level duties related to general warehouse purchasing, inventory control and materials management; maintains records of preventive maintenance for District's fleet; and to perform related duties as required.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Reviews and compiles data from sources such as contracts, purchase orders, invoices, requisitions and accounting reports; enters information into computer to maintain inventory; maintains records related to purchasing, shipping and related records.
- Receives materials, equipment, and supplies and stores incoming supplies in an orderly manner.
- Issues supplies to District employees for maintenance and construction of District facilities.
- Unloads or unpacks inventory as needed, checking and inspecting for damage and verifying quantity.
- Initiates requisitions within authorized limits; communicates with salespersons and vendors; obtains quotes for supplies and services for the District.
- Researches, locates, and purchases specialty or hard to find items in a timely manner.
- Provides information relating to quotations for job site materials.
- Assists in establishing and maintaining stock levels of inventory, and fills requisitions.
- Maintains a clean and orderly shop.

- Assists in periodic and/or annual physical inventory of stock; utilizes computer and materials management software to accurately track and monitor inventory.
- Compiles stock control records and information such as consumption rate, characteristics of items in storage, and current market conditions to determine stock supply and need for replenishment.
- Compares nomenclature, stock numbers, authorized substitutes and other listed information with catalogs, manuals, parts lists and similar references to verify accuracy of requisitions and shipping orders.
- Schedules and maintains records of preventive maintenance on District's fleet including oil and tire changes, and other repairs.
- Read gauges on gas and diesel tanks to monitor supply; order fuel and diesel for District vehicles; conduct weekly hazardous waste storage area inspection and complete required forms for oil drums.
- Maintains back order file in established sequence and releases back orders for issue or shipment as stock becomes available.
- Reviews files to determine unused items and recommends disposal of excess stock.
- Purchase all office and other supplies for the District.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

### **Qualifications**

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

- General methods in receiving, storing, issuing, and keeping records of materials, equipment and supplies.
- Warehouse procedures, requisitions, purchase orders, packing slips and delivery slips.
- Quantity, quality, types, and sources of supplies, materials and equipment commonly used in a water utility.
- Personal computer operation and related software applications specifically in materials management.
- Public agency purchasing practices.
- Correct English usage, spelling and punctuation.
- Record-keeping principles and practices.
- Safe work practices.

***Ability to:***

- Perform a wide variety of responsible storekeeping duties, including pick-ups and deliveries.
- Research, locate, and purchase standard and specialty items; negotiate cost with vendors and suppliers.
- Understand and follow oral and written instructions.
- Assist in maintaining purchasing and inventory records.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, materials management software and Microsoft Office software products.
- Operate a vehicle observing legal and defensive driving practices.
- Work overtime as required.
- Observe proper safety precautions.

**Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

***Education:***

High School graduation, or satisfactory equivalent, and

***Experience:***

A minimum of two (2) years of progressively responsible stock/inventory control experience, preferably in a water utility agency.

**Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Must obtain a valid, Grade I Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water, prior to completion of probation.

**Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***