

Job Description

Job Title: Storekeeper Assistant Supervisor

Position Code:

Job Classification: Non-Exempt

Supervisor: Bus & Automotive Maintenance Manager

Pay Grade: 25

Contract Length: 245 Days

Job Summary

Position is responsible for effectively maintaining a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving, maintaining warranty claims and waste disposal documents. Position serves as the primary contact for vendors in determining product availability, cost and quality, procurement procedures and response to vendor inquiries. Position supervises the work of the Storekeeper I & II's and the Automotive Tire Technicians.

Essential Duties

1. Effectively maintain a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving.
2. Maintains inventory levels following procurement guidelines and regulations, contacts vendors to determine product availability, cost and quality, and response to vendor inquiries.
3. Perform an inventory of all parts on a monthly basis. Perform annual inventory and report at or near the end of fiscal school year.
4. Organize and label inventory as needed with location recorded in computer inventory/maintenance software.
5. Effectively use the maintenance management computer system, generating accurate reports as required by management. Including use of spreadsheets and budget management software.
6. Prepares fuel, other fluids and parts consumption reports. Run obsolescence reports as to maintain minimum amount of unneeded parts.
7. Actively monitors full use of parts and vehicle warranty repairs.
8. Maintain reasonable inventory stock levels in parts room and service trucks for two remote lots.
9. Maintain tools and equipment accountability log and ensure proper documentation.
10. Conducts price comparisons to ensure that parts, supplies, and fuel are purchased at the best price possible.
11. Responsible for the processing of procurement card transactions needed for services and parts.
12. Assists Bus & Auto Specialist as needed with requisitions, vendor updates, and contracts. Including budget/spending tracking and invoice filing.
13. Supervises, coaches, mentors and trains Storekeepers and Tire Mechanic.
14. Oversees personnel schedule and ensures shifts are covered.
15. Maintains safe working environment; follows regulations, procedures and routines under established policy.
16. Aides staff in loading/unloading and storing supplies, equipment, and parts; inspects goods for compliance with specifications.
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Bus & Automotive Maintenance Manager or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma with considerable experience (7 to 10 years preferred) in supply, stockroom, or warehouse experience with extensive product knowledge of automotive or truck parts experience and 3-5 years of lead or supervisory experience. Ability to operate material handling equipment, forklift certification preferred. Some previous clerical or data entry experience and some experience with computerized database development and use or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess excellent data entry skills and the ability to develop and maintain a computerized database. Must establish and maintain effective working relationships with other employees, vendors and the public utilizing appropriate customer service skills. Must understand and follow written and verbal instruction. Must possess excellent organizational and record keeping skills. Must use time efficiently, work without supervision, and supervise other employees when appropriate.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/warehouse environment. With occasional exposure to exterior weather conditions. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Storekeeper I, II and Automotive Tire Technician

Supervision Received: Bus and Automotive Maintenance Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper Assistant Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Bus & Automotive Maintenance Manager or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date