

STOCK ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the routine storage, maintenance and issuance of equipment and supplies commonly used in the activities of the assigned department. The position may also involve keeping a variety of simple records on time and labor. Work is performed under general supervision with a superior available for direction on new, difficult or unusual assignments. This position differs from that of Stock Clerk in that there is less overall responsibility for ordering, maintaining and arranging for delivery of supplies and materials.

TYPICAL WORK ACTIVITIES:

- Receives, stores and issues tools, materials and supplies;
- Maintains inventory of stock on hand and prepares requisition for replenishment;
- Keeps time and materials records for maintenance or construction jobs and makes simple cost breakdowns;
- Makes a simple time card check of hours worked and prepares employee payroll;
- Develops efficient stores methods in allocation of proper bins or storage place assignment;
- Issues tools, parts and equipment and insures their return in proper condition;
- Cleans tools and equipment, clean shelves and bins and sweeps storage area;
- Maintains a variety of records of supplies received and issued;
- May operate a freight elevator as required;
- Performs a variety of related simple clerical and storekeeping tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES & PERSONAL CHARACTERISTICS: Ability to readily acquire a working knowledge of stockroom methods and procedures; familiarity with types of tools and materials used in streets, sewer and water distribution, maintenance and repair; ability to keep simple records and make reports; ability to understand and follow directions; neatness; orderliness; reliability; good physical condition.

MINIMUM QUALIFICATIONS: None is required, but some experience in a warehouse or stockroom is desirable.