

STOCKKEEPER

GENERAL STATEMENT OF DUTIES: Has charge of the County Highway Department stockroom and performs a variety of semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work consists of both manual and clerical duties. An employee in this class is responsible for the physical maintenance and operation of the County Highway Department stockroom, as well as for the maintenance of records connected with its operation. An employee in this class also performs a variety of semi-skilled tasks such as sharpening chain saw blades, making forms for catch basins, greasing and changing oil on trucks and changing truck tires. The work is performed under the general supervision of the Highway Maintenance Supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Receives, stores and issues tools and materials;
- Assists in the loading and unloading of trucks;
- Makes minor mechanical repairs to automotive and related equipment;
- Maintains inventory records of supplies on hand;
- Obtains receipts for tools and materials removed from premises;
- Makes out orders for parts, tools and other equipment and supplies;
- Performs a variety of building maintenance tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the practices and methods used in storing supplies and equipment; good knowledge of the tools, equipment and supplies used in the department; working knowledge of automotive repairs; ability to keep accurate inventory records; ability to make simple arithmetic computations; ability to get along well with others; mechanical aptitude; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience in the storage of equipment, tools and supplies; or any equivalent combination of experience and training.