



Code: 1813
Family: Facilities
Service: Administrative
Group: Statistical, Technical, and Mercantile
Series: Storekeeping

CLASS TITLE: SENIOR STOREKEEPER

CHARACTERISTICS OF THE CLASS

Under supervision, performs a full range of storekeeping duties at a City warehouse, storeroom or storage site, and performs related duties as required

ESSENTIAL DUTIES

- Participates in the receipt and unpacking of supplies, materials and equipment and checks items against invoices and receiving reports to ensure the accuracy of deliveries
- Documents damaged items or shortages received for return or correction
- Stocks deliveries in appropriate storage areas
- Fills staff requests for supplies, materials and equipment by retrieving items from inventory and packaging for distribution
- Completes a variety of forms (e.g., invoices, receiving/distribution, re-order) to assist in controlling and maintaining supplies and related records
- Utilizes manual and computerized systems to assist in recording and monitoring inventories
- Maintains a clean storage area for easy access and safety
- Rotates stock to ensure stock is processed accordingly
- Assists in ensuring the security of storage area
- Assists in the preparation of statistical reports on storekeeping activities for management
- Responds to inquiries regarding orders and delivery schedules
- Places property control decals on furniture and equipment
- Assists in ordering supplies and equipment to maintain adequate levels of stock, as required
- Operates lifts, hand trucks and jacks to unload, transport and store supplies, 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

- One year of inventory control or storekeeping 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

Some knowledge of:

- * inventory control or storekeeping methods, practices and procedures
- applicable computer software packages and applications
- applicable manual and power driven equipment

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

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
- *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
- OPERATION AND CONTROL – Control operations of equipment or systems

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
 - MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
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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.

City of Chicago
Department of Human Resources
May, 2013