



**Code: 1815**  
Family: Facilities  
Service: Administrative  
Group: Statistical, Technical, and Mercantile  
Series: Storekeeping

## **CLASS TITLE: PRINCIPAL STOREKEEPER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs storekeeping activities at a large City warehouse, storeroom or storage site consisting of large and varied stock, and performs related duties as required

### **ESSENTIAL DUTIES**

- Receives and unpacks various supplies, materials and equipment (e.g., furniture, library books, pharmaceuticals and medical equipment), and checks items against invoices and receiving reports to ensure the accuracy of deliveries
- Unloads and transports delivered items using lifts and hand trucks, and stocks shelves and stores items utilizing appropriate handling, storage, and distribution guidelines and processes
- Orders supplies and equipment from vendors to maintain pre-determined stock levels
- Fills staff requests for supplies, materials and equipment by retrieving items from inventory and packaging for distribution
- Utilizes manual and computerized inventory management systems to track stock levels and usage, monitor inventory levels, rotate stock and prepare related reports
- Assists in implementing storekeeping procedures to ensure quality assurance and control operations
- Contacts vendors to resolve problems regarding received items that are damaged or incomplete and to obtain delivery information on supplies and equipment ordered
- Disposes of excess, defective, or obsolete stock according to established guidelines
- Participates in the periodic and annual inventory counts of departmental supplies, materials and equipment
- Inspects work area to ensure the cleanliness, safety and security of warehouse, storeroom or storage sites
- Prepares reports on storekeeping activities and work accomplishments
- Oversees the placement of property control decal items on furniture and equipment
- Performs checks on warehouse and storage equipment (e.g., forklifts, refrigerators) to ensure accurate operation of items, as required
- Operates lifts, hand trucks, and jacks to unload, transport and store supplies, as required
- Trains staff on storekeeping methods and procedures, 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**

- Two years 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**

Moderate knowledge of:

- storeroom and warehouse methods
- \*practices and procedures for receiving, storing, and issuing materials and supplies
- \*inventory control or storekeeping methods, practices and procedures
- applicable computer software packages and applications

Some knowledge of:

- applicable manual and power driven equipment
- applicable safety principles and practices
- recordkeeping methods, practices and procedures

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

Other knowledge as required for successful performance in the Senior Storekeeper class

**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
- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision making
- \*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

Other skills as required for successful performance in the Senior Storekeeper class

**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
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Senior Storekeeper class

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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.