

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **STOREKEEPER CREW CHIEF**

Spec No. 8113

#### BASIC FUNCTION

To serve as a Storekeeper Crew Chief, to oversee the Fleet Management materials management function, control inventories and manage store operations.

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules and evaluates the work of employees; instructs and trains employees; and recommends various personnel actions including hiring, discipline, transfer and promotion.
2. Ensures that materials are ordered, received, stored issued and inventoried in accordance with County purchasing policies and applicable County codes.
3. Oversees the annual physical inventory for all store operations and prepares a summary of results for the Fleet Warranty Administrator or Fleet Manager; performs inventory disposal, transfers and adjustments as directed by Warranty Administrator or Fleet Manager.
4. Reviews all payment vouchers initiated by Storekeepers for accuracy and congruence with the invoices, refers corrections to the applicable Storekeeper, and forwards the vouchers to the Warranty Administrator or Fleet Manager for payment authorization; may be delegated the authority to approve payment vouchers under \$500.
5. Monitors item usage at all stores and provides recommendations to the Warranty Administrator or Fleet Manager for inventory additions and deletions; creates new item numbers in the Fleet material management system module.
6. Prepares the annual performance evaluations of the Storekeepers and Sign Specialist; oversees daily store operations, answers Storekeepers inquiries and provides Storekeepers with procedural guidance.
7. Prepares quarterly Washington State fuel tax reports for the division.
8. Prepares contract specifications, equipment specifications and coordinates special projects as directed by the Warranty Administrator or Fleet Manager.
9. Resolves routine supply management problems; monitors and inspects supply work in progress to ensure timely acquisition of parts and supplies in accordance with County purchasing policies and applicable County codes.; and enforces safety rules and regulations.
10. Researches and coordinates with end users the purchase of critical specialty maintenance and supply items.

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### STATEMENT OF OTHER JOB DUTIES

11. May perform the duties of a Storekeeper or Sign Specialist.
12. Provides technical guidance to Fleet Administrative Staff as needed.
13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Five (5) years of experience as a stores clerk, storekeeper, warehouse worker, or in inventory control and purchasing work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

First Aid Card or ability to obtain one within 90 days is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics;
- computer word processing, spreadsheets and database applications;
- the methods, procedures and techniques used in the receipts, storage, procedures and issuing of a wide variety of equipment, materials, parts and supplies including parts for a wide variety of motor vehicles and specialized heavy equipment;
- inventory control and record keeping procedures and practices;
- sources of supply for a wide variety of auto, truck, specialized heavy equipment, and sign materials, parts and supplies;
- occupational hazards and safety rules and regulations; and
- road maintenance materials and supplies.

Ability to:

- supervise Stores employees;
- receive, store and issue a wide variety of equipment, materials, parts and supplies;
- monitor stock levels and maintain an adequate inventory of stock items;
- read, understand and use a wide variety of parts catalogs and written materials;
- apply and teach county purchasing procedures and requirements;
- maintain accurate records and prepare routine reports;

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- communicate effectively both orally and in writing;
- work independently without direct supervision;
- establish and maintain effective work relationships with superiors, associates, other employees, vendors, representatives of other agencies, and with the general public;
- follow oral and written instructions;
- operate motor vehicles skillfully and safely under a variety of traffic and weather conditions;
- read, understand and comply with safety rules and regulations; and
- apply and teach computerized inventory control practices and procedures.

### SUPERVISION

The employee reports to and receives limited supervision from the Warranty Administrator. While much of the work is routine and recurring in nature and the employee will often carry out assigned tasks in accordance with established procedures and standards, the employee will be expected to make critical management decisions to insure supplies and materials are effectively and cost efficiently handled by the storekeepers. Also, the employee is expected to exercise considerable independent judgment in overseeing and coordinating daily stores operations. They will spot check work to ensure compliance with established policies, procedures and standards, and likewise their work may be reviewed.

### WORKING CONDITIONS

A majority of the work day is spent in an office environment using a telephone, office machines and networked computer. They will perform field trips as necessary to review other Fleet Management supply locations. Lifting heavy parts more than sixty (60) pounds is required.

Employees are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: July 2009  
EEO Category: 8 – Service and Maintenance Workers  
Pay Range: 907 – Public Works Pay Plan  
Worker's Comp: 5306 - NonHazardous