

# SNOHOMISH COUNTY JOB DESCRIPTION

## STOREKEEPER

Spec No. 8057

### BASIC FUNCTION

To order, purchase, receive, store and issue a variety of equipment, materials, specialized parts, fuel and supplies.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains an inventory of equipment, materials, parts, fuel and supplies as required; monitors stock levels and orders stock items as necessary to ensure adequate supply.
2. Orders, requisitions and/or purchases non-stock items as necessary; contacts vendors and researches the availability and price of, non-stock items. Orders light, medium or heavy vehicle and equipment parts according to part numbers and/or descriptions; purchases items from an open account vendor or other means according to County purchasing rules. Secures necessary approvals and follows County procurement steps including completion of appropriate documents and computer system entries.
3. Receives, unpacks and stores incoming shipments of small equipment, materials, parts and supplies; checks incoming orders for correctness, completeness, damage and proper pricing; enters item information into the Fleet Asset/Materials Management System (FMS). Stores incoming shipments of equipment, materials, parts and supplies in an orderly and accessible manner in a warehouse, tool room, supply room or other area. Maintains a record of parts and supplies on hand using manual or computerized inventory systems, for audit purposes.
4. Maintains a business relationship with vendors and suppliers to ensure that the county is receiving quality items at the best available price. Obtains quotes from multiple vendors as needed to ensure competitive pricing and to protect the County's best interest; monitors vendor performance to ensure the county receives correct discounts on items ordered and that the vendor complies with county purchasing procedures and applicable state and county purchasing contracts.
5. Prepares invoices for payment using the county financial system; issues small equipment, materials, parts and supplies to authorized personnel and charges items issued to the appropriate accounts using FMS; charges parts to FMS work orders as necessary. Processes core returns and arranges for the return of incorrect parts and mis-orders. Maintains proper documentation for credit; and processes credits received in the Cayenta Financial System.
6. Maintains required FMS records and prepares FMS reports as necessary.

### STATEMENT OF OTHER JOB DUTIES

8. May work in a sign shop and assemble street and traffic signs, as required.
9. Performs fuel station and/or wash facility maintenance work as assigned.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

10. Operates a forklift and other equipment as necessary.
11. Picks up and delivers equipment, materials, parts and supplies as necessary.
12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of experience as a storekeeper, mechanic or service attendant, auto/truck parts specialist, inventory control and/or purchasing work specialist in the automotive or equipment field; OR, any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

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

A certification to operate a forklift must be obtained within one (1) month of employment.

Candidates for employment may be required to pass a post-offer, pre-employment physical exam.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- general mathematics;
- vehicle and equipment parts;
- general theory of vehicle and equipment functions;
- methods, procedures and techniques used in the receipt, storage, processing and issuing of a wide variety of small equipment, materials, parts, fuel and supplies;
- inventory control and record keeping procedures and practices;
- sources of supply for a wide variety of auto, truck and equipment parts supplies materials;
- occupational hazards and safety rules and regulations;
- road maintenance materials and supplies, construction supplies and highway traffic signs and markings.

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Ability to:

- operate a computer to include competently using Microsoft Office products, e-mail and calendars;
- rapidly learn county's existing inventory and financial systems;
- operate standard office equipment;
- receive, store and issue a wide variety of 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;
- learn and apply county purchasing procedures;
- maintain accurate records and prepare reports as required;
- communicate effectively orally and in writing;
- work independently without direct supervision;
- establish and maintain effective work relationships with superiors, co-workers, vendors, and the general public;
- operate material handling equipment skillfully and safely (such as a hand truck, forklift, pallet-jack, and etc.);
- follow oral and written instructions;
- operate motor vehicles and forklifts skillfully and safely;
- perform routine manual labor tasks including lifting objects weighing sixty (60) pounds or more;
- learn computerized and other recordkeeping practices and procedures;
- read, understand and comply with safety rules and regulations including MSDS.

### PHYSICAL EFFORT

The work involves a variety of routine manual labor tasks such as loading, securing and unloading delivery vehicles and including lifting and carrying objects weighing sixty (60) pounds or more.

### SUPERVISION

The employee reports to and receives operational direction from a supervisor, crew chief, or other administrative superior. Most of the work is routine and recurring in nature, and the employee carries out assigned tasks in accordance with established procedures and standards. However, the employee is expected to exercise considerable independent judgment in researching the availability of and prices for non-stock items, and in choosing a vendor to supply such items. The work may be spot checked to ensure timely completion and compliance with instructions and established policies, procedures and standards.

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### WORKING CONDITIONS

A majority of the work day is spent in a warehouse environment using a telephone, computers, fax machines and copiers. When working in those areas which require it, safety equipment shall be worn as required by county safety procedures. Work often requires the safe operation of forklifts or other material handling equipment such as pallet jacks, hand trucks, a pickup truck, and etc.

A small part of the work day may be spent in an office environment using a telephone, office machines and a networked computer.

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: January 1980

Previous Spec No. 921951

Revised: January 1989; March 2003; June 2009; December 2012

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 904 – Public Works Pay Plan

Workers Comp: 1501 Hazardous