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

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.