



Code: 9532
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Unskilled Labor

CLASS TITLE: STORES LABORER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs unskilled, physically demanding labor duties in city facilities with large warehousing and distribution operations for the receipt, storage and distribution of large and heavy items including construction materials and equipment, furniture and office equipment, building materials, and salvage yards for automotive and vehicle equipment, and performs related duties as required

ESSENTIAL DUTIES

- Perform heavy lifting and other laborer tasks to unload trucks and trailers delivering items such as construction materials and equipment, building maintenance and repair materials, furniture and office equipment, and other large and heavy items
- Operates forklifts to move, store and distribute large and heavy construction materials and equipment maintained in stock at central warehouses or supply yards (e.g. steel pipe, concrete and cement bags, electrical wire, traffic signal heads)
- Fills order requests by locating and retrieves requested items and materials from stock, and moving to dock areas to load trucks
- Maintains inventory of furniture, furnishings and related housing and janitorial items used in the Fire Department's fire houses, retrieving items from stock and loading trucks to fill orders
- Performs intake and inventory activities of surplus city vehicles, equipment and scrap materials for the storage and distribution of materials, parts and equipment at the City's salvage yard
- Weighs delivered scrap materials and issues weight tickets for salvage sales
- Assists in preparing city vehicles and equipment for action, ensuring proper documents are presented for the release of purchased surplus items from the salvage yard
- Enters data from orders filled into a computerized system to track materials and items removed from stock and current inventory levels
- Uses a personal computer to maintain records and track the ordering and receipt of materials and equipment from vendors
- Conducts periodic physical inventory counts of inventory
- Maintains the cleanliness of warehouse, storage facilities and salvage yard areas, and follows safety procedures to keep areas clear and free of clutter to prevent accidents

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

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- Assignments involving the operation of a forklift will require positions to be trained and evaluated by the employer prior to the assignment, as required under OSHA standards administered by the Illinois Department of Labor (IDOL)

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Warehouse or storage facility work environment

EQUIPMENT

- Standard office equipment (e.g. telephone, photocopier, fax machine, calculator)
- Computer and peripheral equipment (e.g. personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Forklift, hand trucks

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 100 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- of storekeeping and inventory control systems
- use of personal computer and applicable software
- applicable safety practices, and procedures specific to labor work, including OSHA standards
- use of safety equipment and protective gear

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

Skills

- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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

Other Work Requirements

- **STAMINA** - Demonstrate energy and stamina to accomplish work tasks
- **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
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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

July, 2012