

STOCKROOM SUPERVISOR

Code No. 3-05-142
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a stores position involving independent operation of a stockroom (not storehouse or warehouse) for a department within a governmental jurisdiction. Employees perform stores functions of receiving, storing, processing and disbursing, and also order stock and follow-up on orders. This position differs from Stock Clerk by virtue of the degree of independence exercised and by greater responsibility for stock, stockroom operation, ordering and inventory control, including the direct purchase of stock. Employees may be required to operate mechanical storehouse equipment and to move weights of approximately fifty (50) pounds. The employee reports directly to, and works under the general supervision of a Materials Manager, Fleet Manager or other higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Orders contract supplies from vendors or discusses damages, shortages, or status of orders;

Receives written and called-in supply and equipment requisitions, fills and records orders, and prepares supplies for shipping or disbursement;

Receives shipments from vendors, unloads material, checks shipping orders against purchase orders, records received goods, and signs delivery sheets;

Prepares supplies by counting and weighing, packaging and labeling;

Checks shipments for quality, condition, and accuracy, records damages and shortages, and informs supervisor of condition;

Delivers supplies to various locations within the jurisdiction;

Stocks stockroom by placing parts, supplies and equipment in designated bulk storage areas or in open stock;

Opens bulk packaged stock and unpacks supplies, breaks supplies into units of issuance, and stocks shelves;

Completes entries and files inventory records, takes periodic physical inventory;

Maintains parts and supplies within a maintenance software data base;

Cleans work areas and performs routine maintenance chores;

Distributes parts and supplies at a counter;

Operates or uses a variety of storehouse equipment, such as hand jack and forklift, handcart and flat truck.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods and practices used in receiving, storing, processing, and issuing supplies and equipment; good knowledge of perpetual inventory control systems; good knowledge of the methods and practices in receiving, storing, processing and issuing stock; ability to supervise stockroom operations; ability to operate mechanical storehouse equipment; ability to keep accurate records; ability to follow written and oral instruction; ability to make arithmetical computations; ability to take inventory of supplies; ability to follow safety procedures in placing and moving of stock; ability operate a motor vehicle to deliver stock; ability to perform related clerical work and utilize related software; ability to perform duties accurately; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in purchasing, receiving, storing and issuing stock, or managing an inventory management maintenance system; OR,
- (B) Successful completion of thirty (30) college semester credits plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

FORMERLY: Stockkeeper
REVISED: January 8, 1987
REVISED: November 10, 2011
REVISED: March 8, 2018