

LANCASTER COUNTY MAINTENANCE STORES CLERK

NATURE OF WORK

This is responsible technical and clerical work maintaining a storeroom containing maintenance equipment, tools, parts and materials and other inventory supplies.

Work involves dispensing maintenance and related inventory supplies, equipment, tools, parts and materials, as well as maintaining accurate inventory records reflecting all dispersals and returns. Work also involves initiating purchase requisitions in order to replenish supplies; maintaining an inventory of maintenance parts, tools and related supplies; receiving shipments of supplies and examining articles for quantity and quality; storing supplies or delivering to their proper destinations; and assisting maintenance personnel in the performance of assigned tasks. Supervision is received from a technical or administrative superior with work being reviewed in the form of the completeness of the existing inventory and accuracy of records maintained.

EXAMPLES OF WORK PERFORMED

Dispense maintenance equipment, tools, parts and materials to requesting maintenance personnel; maintain accurate inventory records reflecting all dispersals and returns.

Maintain inventory of maintenance parts, tools and related supplies; initiate purchase requisitions to replenish distributed supplies; contact vendors for price quotes.

Examine incoming shipments for quantity, quality and damage; verify invoices; record discrepancies and notify vendor; deliver or store items as needed.

Assist maintenance personnel in the performance of general maintenance work.

Maintain security of storage area allowing only authorized personnel access.

Maintain clean work area; sweep floor and dust furnishings; rearrange shelves as necessary.

Fill orders over the counter; check out tools, equipment and supplies; make necessary pickups and deliveries.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of maintenance equipment, tools, parts and materials, and related inventory supplies.

Thorough knowledge of accounting principles and practices as they apply to the operation of a storeroom containing a variety of inventory items and maintenance supplies and equipment.

Knowledge of computerized and manual systems of inventory control and management.

Ability to perform heavy manual labor including lifting.

Ability to schedule work to meet deadlines.

Ability to prepare and maintain inventory records and reports.

Ability to establish and maintain effective working relationships with co-workers, vendors, and the general public.

Ability to perform routine mathematical calculations.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with two years of experience maintaining a storeroom; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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