Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Storeroom Maintenance/Data Entry Clerk
Department:	Public Works
FLSA Status:	Non-Exempt
WC Code:	8380
Effective Date:	February 1, 1998
Last Revised:	May 10, 2017
Pay Grade:	A10
Union:	AFSCME

SUMMARY

Under the direction of the Purchasing/Warehouse Coordinator, assists in the maintenance of County fleet services storeroom. Orders, receives, stores, and inventories parts, supplies and materials for the Public Works Department, performs related work as required. Works is performed under the general direction of the Purchasing/Warehouse Coordinator and the supervision of the Fleet Manager who reviews work on the basis of results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed utilities below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Researches most cost-effective means for obtaining parts, supplies and materials; confers with suppliers, vendors and Purchasing/Warehouse Coordinator regarding departmental purchases.

2. Orders parts, supplies and materials as needed.

3. Receives, unpacks and inspects parts, supplies and materials for quality and quantity.

4. Reconciles incoming parts, supplies and materials against invoices and purchase orders; daily reconciles fuel and oil usage.

5. Distributes all parts, supplies and materials to personnel and destinations as needed.

6. Maintains records of supplies received, stored, and issued.

7. Daily data input into CAMS; time cards, parts usage, repair orders, purchase orders, vehicle information, and other related data as needed.

8. Answers incoming radio and phone calls and relays messages to proper personnel.

9. Provides secondary labels for hazardous materials maintains files (Safety Data Sheets) on hazardous materials used by the department.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school diploma or general education degree (GED); or one to three years experience in purchasing, ordering, working with stock or in a warehouse environment; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

Knowledge of automotive and equipment parts and sources of supply; computerized ordering systems and inventory recordkeeping and control methods; and knowledge of transportation agencies and shipping rates. Considerable knowledge of purchasing methods and procedures and warehouse methods and procedures.

JOB IMPACT
The most common consequence of error would involve financial loss due to error in ordering parts, supplies or equipment.

JOB CONTACTS
Contacts are with sales representatives and vendors to obtain prices and other Public Works employees to give and receive information.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES
Skill in the operation of a fork-lift to perform assigned duties, a computer for accessing and updating data, operation of a 10-key, and two-way radios.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of or ability to obtain valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION
Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS
Storeroom Maintenance Data Entry Clerk

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☐	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 50lbs**			
☒	Lifting	☐	☐	☒	☐
☐	Patient Lifting	☒	☐	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☐	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☒	☐
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☒	☐	☐

Speech, Vision & Hearing

	Activity				
☒	Distinguish colors	Yes: ☒ No: ☐			
☐	Distinguish shades	Yes: ☒ No: ☐			
☒	Depth perception	Describe: Spatial Drawings			
☒	Ability to hear	Normal Speech Level:			
☐	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☒	☐
☒	Noise	☐	☐	☒	☐
☒	Dust	☐	☐	☒	☐
☒	Smoke	☐	☐	☐	☐
☐	Vibration	☐	☒	☐	☐
☐	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☐	☒	☐
☒	Ladder/Scaffold	☐	☐	☒	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☐	☒	☐	☐