

**GVRD**  
**Position Description**

Title: **Storekeeper II**  
No.: **506** Date: **July 2, 1999**

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**PURPOSE OF POSITION:**

Reporting to a Storekeeper III, responsible for operating the Stores, providing direction to the Storekeeper I, and for relieving the Storekeeper III as directed by the supervisor.

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**DUTIES:** (The duties described hereunder are intended to be representative of the position and are not to be considered as all-inclusive.)

- Accepts and issues a wide variety of materials and equipment delivered for storage (pipe fittings, nuts, bolts, rope, hand tools, chemicals, light fixtures, cement chain, lumber, pipes of all sizes, steels, valves, motors, gasoline, lubricants, tar, etc. A myriad of items used by the Water, Sewer, Parks, Housing and other Districts.)
  - Checks received items against delivery slips and purchase orders; maintains inventory records, prepares requisitions and issues documents.
  - Assists in loading and unloading.
  - Operates material handling equipment.
  - Resolves problems/complaints relative to Stores and delivery.
  - Conducts periodic count of inventory items and items stored in open yard areas.
  - Determines and maintains optimum inventory levels.
  - Maintains Store areas and office in neat and orderly condition.
  - Provides supervision and direction to the Storekeeper I, including scheduling of work, recommending developmental training and other corrective actions to the supervisor, etc.
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**REQUIREMENTS:** (Minimum to fill position.)

- Grade 12, plus a minimum of 2 years experience in warehousing methods and procedures, preferably construction related.
- Demonstrated supervisory knowledge. Proven ability to organize, direct and supervise the work of others. Good communication and interpersonal skills.
- Sound knowledge of purchasing, delivery and inventory methods and documentation. Proven organizational skills.
- Experience with computer aided warehouse inventory including use of computer equipment and software related to the work. Demonstrated accuracy in the use of word processing and spreadsheet software.
- Valid B.C. Driver's License.
- Must be in good physical condition and capable of lifting to WCB maximum standards.