

PURPOSE OF POSITION:

Under the general direction of a supervisor, is responsible for the materials handling and coordination duties of a stores operation, in support of the Housing, Parks, Utilities Maintenance and Operations Departments.

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

- Receives and issues a wide variety of materials and equipment
- Assists in loading and unloading of materials, drives lift truck
- Operates material handling equipment
- Prepares requisitions and issue documents
- Completes pick lists, organizes and stages materials for planned work orders
- Arranges for delivery and pick-up of materials, checks received items and conducts acceptance tests if necessary
- Creates and maintains stores ledgers and inventory, including a computerized stores inventory data base, daily data entry and filing
- Determines and maintains optimum stock levels, provides forecasts on requirements, provides reports on usage and special reports as requested
- Maintains suppliers list, obtains quotes for parts, expedites purchase orders, and resolves problems related to stores
- Organizes and maintains main store rooms, remote storage areas and stores office areas in neat and orderly condition
- Assists management, maintenance planners and trades persons as required
- Sorts, identifies, catalogs existing spare materials
- Manages tool crib and performs small tools repairs
- Administrates tradesmen's personal tool list and conducts annual field truck tool and inventory audit
- Checks paperwork, ships and receives repair and return parts, components and equipment
- Maintains procedures manual for stores area and develops new procedures
- Maintains WHMIS Material Safety Data Sheets catalogs
- Maintains safety equipment and associated records
- Provides trades with training on how to use inventory procedures and computer program

- Provides new employees with training on stores and purchasing procedures
 - Provides supervision and direction to Storekeeper I and Storekeeper II including scheduling of work, recommending developmental training and other corrective actions to the supervisor, etc.
 - Conducts periodic count of inventory items
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REQUIREMENTS (Minimum to fill position)

- Grade 12, plus post secondary course work in warehousing methods, and materials or stores management, plus a minimum of 2 years experience in warehousing methods and procedures; preferred experience in a mechanical repair facility, technical knowledge of tools and equipment; or an equivalent combination of education and experience.
- 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.
- Demonstrated supervisory knowledge. Proven ability to organize, direct and supervise the work of others. Good communication and interpersonal skills.
- Considerable knowledge of purchasing, delivery and inventory methods and documentation. Proven organizational skills.
- Valid British Columbia Driver's License.
- Must be in good physical condition and capable of lifting to WCB maximum standards.