



Stock Attendant

Job Specification
Classification: Labor
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification for maintaining and disbursing the supplies and materials needed for construction and maintenance projects. Responsibilities include ordering supplies and materials by preparing purchase orders; delivering supplies; performing inventory checks; and tracking projects to know materials and supplies that will be needed. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Receives and checks shipments to include unloading freight and checking for quantity, count, and damaged goods.
- Maintains and updates files and records for inventory; reviews backorders and maintains inventory logs in computer.
- Maintains stock rooms to include checking for location, rotating stock, and performing inventory checks. Contacts vendors to obtain quotes and pricing information to replenish inventory and/or supplies.
- Ensures transfer of inventory to appropriate construction and maintenance sites.
- Responds to general inquiries and questions related to inventory; contacts vendors to replace damaged supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard warehousing procedures and practices;
- Inventory maintenance procedures;
- Safe work practices;
- Customer service principles in relation to departments and vendors.

Ability to:

- Use a computer and applicable software applications;
- Enter inventory and vendor data into a computer;
- Provide customer service to departments and vendors;
- Complete a variety of paperwork and/or logs;
- Prepare schedules for inventory supply and allocation;
- Recognize problems with shipments;
- Interpret information on packing lists;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 1 year of work experience preferably in inventory control.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Adopted:

Revised: 3/20/2012