



JOB DESCRIPTION

Title: Storekeeper
Department: Electric
Reports to: Electric Superintendent
Pay Grade: 59
Date Adopted: January 10, 2020
Previous Revision Date:
Last Revision Date:

Type: ☒ Full Time
☐ Part Time
FLSA: ☐ Exempt ☐ Salary
☒ Non Exempt ☒ Hourly
Union: ☒ Yes
☐ No

Job Summary:

Oversee the acquisition, maintenance, disbursement, and accountability measures of the City of Beatrice and Beatrice Board of Public Works regarding the operations and maintenance supply inventory for the Electric, Street, Water, and WPC departments.

Essential Functions:

1. Initiate re-ordering of goods when inventory levels fall below acceptable levels.
2. Monitor and maintain accurate inventory levels ensuring accuracy and oversee physical inventory cycle counts.
3. Receive and ship materials.
4. Unpack, check, count, records, and store material in proper storage areas or bins.
5. Issue goods from stock as required and record appropriate documentation.
6. Code receipts and invoices, verify packing slips accurately reflects delivered items, and create part numbers for new inventory.
7. Performs data entry to document receipt and issuance of supply inventory.
8. Perform periodic and special inventories.
9. Maintain inventory control records.

10. Communicate with vendors.
 11. Withdraw obsolete items from inventory and maintain appropriate records.
 12. Operate light truck, forklift, and other equipment in performance of material handling duties.
 13. Operate Microsoft Word, Excel, Power Point, Gmail, Caselle, etc.
 14. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 15. Work in excess of their normally scheduled hours in response to short-term department needs and/or emergencies.
 16. Keep confidential information confidential.
 17. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 18. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 19. Perform other work which is consistent with the essential functions of the job.
 20. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Must possess a valid Nebraska driver's license.

Experience:

Previous experience or education about inventory control practices is preferred.

Skills:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Ability to apply accounting and bookkeeping procedures.
5. Organizational skills.
6. Analytical skills.

7. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 8. Manual dexterity.
 9. Ability to work in environment with constant interruptions.
 10. Good typing and data entry skills.
 11. Reading.
 12. Good customer/public relations.
 13. Ability to work independently.
 14. Working knowledge of word processing, email, and calendaring computer software applications.
 15. Excellent interpersonal skills.
 16. Excellent grammar, punctuation, spelling, and proofreading skills.
 17. Ability to perform complex math and accounting skills.
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Mental Requirements:

1. Ability to organize files and retrieve data effectively.
 2. Ability to learn and understand PC software applications.
 3. Alpha and numeric recognition.
 4. Ability to prioritize work.
 5. Logical reasoning.
 6. Patience.
 7. Ability to carry out assignments through oral and written instructions.
 8. Concentration.
 9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

January 10, 2020