

CITY OF PEMBROKE
TREASURY DEPARTMENT

Stock Keeper

Position Summary:

Under the general supervision of the Buyer/Timekeeper and reporting to the Deputy Treasurer, must be capable of efficiently carrying out assigned duties in maintaining the stockroom, supplies, tools, equipment, parts, etc. and providing support, as needed, to the Operations Department.

Qualifications:

- 1) Must have a minimum of Grade 12 education
- 2) Must have a minimum of one (1) year experience, preferably in a stockroom environment
- 3) Must be capable of working with a minimum of supervision
- 4) Must possess and maintain an Ontario Driver's Licence in good standing
- 5) Must be physically fit, alert and be capable of following instruction with supervision
- 6) Must be proficient in the use of computer applications including Microsoft Word, Excel, Outlook and various software and
- 7) Must have the ability to operate a front-end loader with bucket and forks.

This position requires a candidate who is responsible; detail oriented, and has the ability to work with minimal supervision.

Salary Range: (2018) \$43 343 - \$48 888 per year plus full benefits package.

Hours of Work: 2080 hours per year (8 hours per day) Monday to Friday 7:30 am to 3:30 pm with occasional overtime.

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on **Friday June 15 2018 to:**

Ms. Cindy Van Loan
Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
or
Fax: 613-735-3660
or
cvanloan@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

**CITY OF PEMBROKE
JOB DESCRIPTION**

TITLE:	Stock Keeper
DEPARTMENT:	Treasury
REPORTS TO:	Buyer

EDUCATION & EXPERIENCE:

- 1) Must have a minimum of Grade 12 education.
- 2) Must have a minimum of one (1) years' experience, preferably in a stockroom environment

KNOWLEDGE, SKILLS, ABILITIES AND JUDGEMENT:

Must be capable of working with a minimum of supervision;

- 3) Must possess and maintain an Ontario Driver's Licence in good standing;
- 4) Must be physically fit, alert and be capable of following instruction with supervision;
- 5) Must be proficient in the use of computer applications including Microsoft Word, Excel, Outlook and various software; and
- 6) Must have the ability to operate a front-end loader with bucket and forks.

GENERAL SCOPE OF RESPONSIBILITIES:

Under the general supervision of the Buyer/Timekeeper and reporting to the Deputy Treasurer, must be capable of efficiently carrying out assigned duties in maintaining the stockroom, supplies, tools, equipment, parts, etc. and providing support, as needed, to the Operations Department.

DUTIES:

- 1) Daily opening and closing for security; garage, storage sheds and fuel pumps;
- 2) Offload and inspect all incoming shipments to verify proper materials have been received as

ordered;

- 3) Follow up with vendors on back orders, returns, quantity problems, shipping damage, etc. to resolve issues;
- 4) Maintain a perpetual inventory system by posting via computer, all stores receipts and all stores usage;
- 5) Run and review inventory reports as required to ensure that minimum order levels are maintained so that an out-of-stock status shall not occur;
- 6) Obtain quotes when required to replenish stores;
- 7) Perform a physical count annually of all materials in stock and on hand, and perform occasional spot checks as required;
- 8) Review minimum/maximum stock levels, additions and deletions to stock for inventory/space requirements and slow moving/obsolescence of inventory and makes recommendations for most efficient, effective method of disposal.
- 9) Balance fuel and oil usage daily, take and reconcile fuel tank dips monthly, and charge back usage on a monthly basis to each respective department;
- 10) Conduct monthly inspections of all Operations Department fire extinguishers and report on deficiencies;
- 11) Maintain inventory of parts for vehicle maintenance and provide mechanics with a list of all vehicles/equipment requiring oil changes.
- 12) Record and follow-up monthly on all items out on loan to contractors to ensure return or invoicing;
- 13) Ensure all tools and equipment are signed out and returned in the same condition as when issued;
- 14) Clean, fuel, charge, sharpen and perform minor maintenance of small tools and equipment and report deficiencies;
- 15) Lend assistance to Operations staff with minor equipment maintenance repair, fabrication, and cleanup of service area;
- 16) Keep and maintain the stockroom in a tidy, clean and safe condition and perform minor building maintenance and upkeep;
- 17) Maintain pedestrian access to building entrances (eg. shoveling, sanding, salting, sweeping);
- 18) Issue and maintain a log of release of water meters/attachments from inventory;

- 19) Operate a two-way communication system;
- 20) Observe all safety and health regulations;
- 21) Maintain a high level of communication and positive relations with staff, clients, organizations and the general public;
- 22) Perform filing, maintain records and provide information for reports as required;
- 23) Perform other related duties as assigned from time to time.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 2080 hours per year (8 hours per day) Monday to Friday with occasional overtime.