

STOREROOM KEEPER

NATURE OF WORK

Work includes shop administrative functions related to data accumulation and recording, telephone and verbal communications, and responsibilities in parts procurement and issuing.

Work is performed under direct supervision of the Fleet Manager.

CRITICAL ELEMENTS OF PERFORMANCE

Issues purchase orders and blanket purchase orders to vendors for parts and supplies. Assigns proper account codes to line items. Verifies sufficient funds are available before purchasing.

Sends out quotes for bids of equipment parts and supplies as needed by SPSA operational departments. Analyzes quotes for best value while ensuring that state procurement procedures are followed.

Reviews all requisitions to ensure proper coding and budget allocation and ensures that all procurement procedures follow SPSA and State regulations.

Establishes guidelines and procedures for inventory control of storeroom.

Participates in the receipt, storage, and issuance of equipment, mechanical and electrical parts, supplies, and materials in a storeroom facility.

Matches invoices to delivery tickets and codes for data entry.

Initiates requisitions for the replenishment of depleted stock.

Checks quantity and quality of goods received for conformity to purchase orders and specifications. Notes and reports shortages, damages, and other discrepancies.

Performs data entry for inventory control system.

Prepares daily and monthly reports and records. Communicates inconsistencies to management as required.

Receives telephone messages and takes appropriate actions.

Confers with SPSA officials and vendors concerning services and the purchases of supplies, equipment, and materials.

May maintain American Express card records as required.

Performs other duties as needed and/or required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB

Knowledge of principles and practices of resource management, including storekeeping and inventory methods.

Some knowledge of terminology used in equipment repair and parts procurement.

Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, and the general public.

Ability to prepare technical and financial reports.

Ability to interpret and analyze complex data.

Ability to work effectively and efficiently under time deadlines and pressure.

Ability to operate a variety of basic office machines.

Ability to follow oral and written instructions.

Ability to communicate effectively, both orally and in writing, and relate well to other employees and to function in a shop environment.

MINIMUM QUALIFICATIONS

Graduation from high school with some college level training in accounting and business management. Two years of experience in progressively responsible storeroom procedures and clerical work, some of which involves data entry or any equivalent combination of education, training, and/or experience.

Must possess a valid motor vehicle driver's license. As this position may require operating a motor vehicle owned by, leased or loaned to SPSA; all policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting thereof will be strictly enforced.

Must be able to perform all essential functions of the job.

ACCOUNTABILITIES

STOREROOM KEEPER

1. Procures parts and equipment using appropriate and ethical business practices in accordance with established procurement laws and policies.
2. Initiates appropriate shop purchase orders for parts and equipment; assigns proper account codes to line items. Verifies sufficient funds are available before purchasing. Accurately records all necessary data. Accurately enters data in computerized permanent record system using computer terminal on a timely basis. Accurately identifies and codes all costs on work orders.
3. Effectively directs the receiving, handling, and storage for all Shop materials. Ensures the proper maintenance of inventory and dispersal of surplus. Maintains "out-of-stock" within established guidelines.
4. Establishes and maintains computerized and manual inventory records system to ensure inventory control. Reports to management as required. Maintains physical inventory in a clean and efficient manner. Verifies physical inventory.
5. If applicable, performs special assignments with speed and accuracy.
6. Maintains clear and concise communication, and courteous, professional relationships with SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
7. Follows SPSA's policies and procedures. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

**AMERICANS WITH DISABILITIES ACT
ESSENTIAL FUNCTIONS LIST**

JOB TITLE: Storeroom Keeper

ESSENTIAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Perform timely data entry of purchase orders, inventory, and associated department data. Utilize common spreadsheet and word processing software.	Mentally alert, must have reading and comprehension skills. Must be able to type accurately at a proficient rate using a computer keyboard. Possess good finger dexterity.	50%
2 Receive, inspect, store, and distribute stock. Operate equipment.	Perform heavy manual work in climbing, lifting and moving stock up to 25 lbs. frequently. Ability to bend to reach lower shelves. Ability to reach above shoulder level to upper shelves. Mentally and physically able to operate a pick-up truck and/or be trained in the operation of a forklift.	15%
3 Demonstrate knowledge of bidding, purchasing and requisition procedures.	Requires reading and comprehension skills. Must be able to type accurately at a proficient rate using a computer and physically able to operate basic office equipment.	15%
4 Provides information to other departments, divisions, and vendors.	Mentally alert. Must be able to communicate both orally and in writing, clearly and concisely. Interpersonal relation skills required.	10%
5 Sends out and evaluates quotes for bids of equipment parts and supplies as needed by SPSA operational departments.	Must be able to perform mathematical calculations (add, subtract, multiply, divide). Possess good organizational skills. Ability to work well under stress and meet deadlines.	10%

Remarks: May require working in adverse climatic conditions (i.e., dust, odor, hot, cold). May require wearing appropriate safety gear. Ability to understand oral and written instructions to perform lock-out on equipment being worked on as per SPSA safety manual. May require ability to pass a respiratory quantitative fit test and associated medical exams. Subjected to work around continuous dust and odor from trash.

Sufficient vision and hearing required to perform the essential functions of the job listed above

ADA STATEMENT

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:

Date:

Please Print Name:



Department of Human Resources
 723 Woodlake Drive
 Chesapeake, VA 23320
 Office (757) 420-4700, FAX (757) 962-7695
<http://www.spsa.com>

APPLICATION FOR EMPLOYMENT

Effect of Nondisclosure: Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State Zip Code
Primary Contact Number: ()		check one: home work cell pager
Alternate Contact Number: ()		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From: To: Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)				College		Graduate			
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

Information regarding disclosure of Social Security Number, if applicable. Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature _____ Date _____ Receipt by _____ Date _____

**The Southeastern Public Service Authority complies with EEO/ADA guidelines
and is a drug-free workplace.**