



POSITION: **STOREKEEPER - BUS DIVISION (PS101287)**
Position is represented by Machinists Automotive Local #1414
(Position is located in San Rafael, CA)

SALARY RANGE: **Day Shift** **\$34.72 per hour**
Swing Shift **\$34.72 per hour + 10% differential pay**
Graveyard Shift **\$34.72 per hour + 15% differential pay**
40 hour work week

(Employee pays 7% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **June 27, 2018**

CLOSING DATE: **August 10, 2018**

OPENINGS: **1 and to Create an Eligibility List**

OPEN TO: **All Qualified Candidates**

NOTE: This position is being reposted. Applicants who have already applied need not to reapply. All applications will be considered for this position.

POSITION DESCRIPTION:

Under general supervision, receives, stores, and issues materials, supplies, equipment, tools, and parts for a specific District operation. Receives and delivers merchandise. Informs Chief Storekeeper of low-level stock items to maintain adequate supplies; and performs related work as required. Performs material handling and record keeping duties associated with store keeping. Monitor running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use.

MINIMUM JOB REQUIREMENTS:

Education and/or Work Experience:

- Two years full-time position related experience in storekeeping with one year in bus diesel parts or diesel truck parts – OR - two years automotive parts experience, involving record keeping and warehouse activities including forklift operation or the equivalent combination of training and experience
- Computerized inventory control/management/software experience required

REQUIRED LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record
- No DUIs or reckless driving infractions within the last 7 years.
- No more than 2 moving violations within the last 3 years.

REQUIRED LICENSE(S) (Continued):

- Must possess ability to become certified in forklift operation and safety
- Operates District vehicles on a daily basis

PHYSICAL REQUIREMENTS:

- May stand during entire shift
- Frequently lift boxes weighing up to 50 pounds and maneuver heavier materials and supplies with proper equipment
- Willing and able to work outside in inclement weather conditions
- Willing and able to work in a fast paced environment

ESSENTIAL RESPONSIBILITIES:

- Receives and unpacks materials, supplies, equipment, tools and parts. Verifies articles received against packing lists, invoices and purchase orders; notes discrepancies, damage and/or defects
- Requisitions materials and supplies according to established limits; informs Chief Storekeeper of problems regarding stock limits and product quality
- Consistently and constantly prioritizes assignments to ensure smooth operation of the warehouse
- Stores materials received in bins, on shelves, or in other appropriate locations or arranges for the appropriate delivery of the received materials
- Issues materials, supplies, and other articles from stock through Computerized Inventory Management System
- Operates material handling equipment to load, unload and move materials
- Identifies and inventories long life, major cost items such as furniture, power tools, test equipment and electrical appliances, affixes appropriate asset stickers
- Assures the security of assigned District property; keys, locks, signs
- Takes regular or daily cycle count(s) of the Bus Stores inventory
- Develops and maintains cooperative, effective, productive and tactful working relationships with District personnel and others in the course of the work
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Regular and reliable attendance and performance is required

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
- Knowledge of basic methods of inventory control
- Ability to make accurate calculations and maintain complete and accurate records
- Knowledge of safe working practices, including techniques for lifting safely
- Knowledge of diesel or auto parts
- Ability to navigate effectively through parts manuals
- Ability to drive manual shift vehicles, forklifts, and a one ton pick-up truck
- Computer literate with knowledge of inventory management software programs preferred
- Work independently and make sound judgments within established guidelines

REQUIRED KNOWLEDGE, SKILLS and ABILITIES (Continued):

- Ability to work any shift
- Rapidly learn commonly-used materials, equipment and supplies required for District operation
- Safely operate material handling equipment, including a fork lift, hand dolly and motorized pallet jack
- Must be able to remain calm, courteous and professional in all situations
- Must be able to work effectively with co-workers and maintain a cooperative and professional working environment

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- 1. GGBHT Online Employment Application**
- 2. Resume** (Scan and attach as PDF to your online application)
- 3. Union letter of referral** for External Applicants ONLY (Scan and attach as PDF copy to your online application).
- 4. DMV H6 Print-out which can only be requested from any DMV office** (Scan and attach as PDF to your online application). **This report provides your 10-year driving record.**

For External Applicants: DMV H6 Print-out dated within 30 days from the date of job posting (Scan and attach as PDF to your online application)

For Internal Applicants: For Regular, Full-time employees who are part of the Pull Notice Program, the Human Resources Department will request for your DMV report. For Casual/Temporary/Provisional employee, please request your DMV H6 Print-out from any DMV Office.

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of Training and Experience
- Oral Panel Interview
- 2nd Round Interview
- Background, Employment and Security Investigation

** The District will only invite those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

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07/27/2018 AD

**Human Resources Administration
Human Resources Department
GGBHTD
1011 Andersen Drive
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