



REPOSTING

- POSITION:** **MARINE STOREKEEPER (PS101133)**
Position is located at Larkspur Ferry Terminal, Larkspur, CA,
This position is represented by Machinists Automotive Local #1414.
- SALARY RANGE:** **\$32.73 per hour, plus benefits**
40-hour work week
Employee pays up to 7% of salary/wage toward CalPERS retirement plan
- DATE POSTED:** **Thursday, March 9, 2017**
- CLOSING DATE:** **Thursday, March 23, 2017**
- OPEN TO:** **All qualified candidates**
- OPENINGS:** **1 vacancy and to create an Eligibility List**

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

POSITION DESCRIPTION

Under general supervision, receives, stores, and maintains materials, equipment, tools, fuel, oil, paint, parts, and other supplies; and issues same as required. Performs material handling and record keeping duties associated with storekeeping. Maintains running stock levels through a computer-based inventory management system to ensure materials and supplies will be available for operating department use.

MINIMUM JOB REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS:

- Two (2) years of full-time position related experience as a storekeeper, stock clerk, or material handling experience in a warehouse environment.
- Computerized inventory control/management experience is highly desirable.
- Experience in marine industry and familiarity with specialized maritime systems is highly desirable.
- Experience in handling hazardous materials is desirable.

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REQUIRED LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.
- NO more than two (2) moving violations within the last three years. NO DUIs and reckless driving infractions within the last seven (7) years.
- Operates District vehicles on a regular basis.
- Must be able to get certified in fork-lift safety and operation within the six-month introductory/probationary period.

ESSENTIAL RESPONSIBILITIES:

- Compiles records of requisitions and parts issued.
- Requisitions materials and supplies according to established limits.
- Informs Senior Buyer of low level stock in order to maintain adequate supplies.
- Issues District supplies to administrative employees as requested and keeping accurate records of each item dispensed.
- Issues parts and tools needed to Mechanics and Maintenance Deckhands, and keeping proper records of each part and/or item dispensed.
- Issues cleaning supplies needed to servicers and janitors.
- Maintains up to date service bulletins and changes made by manufacturer, correlating all new and innovative parts for everyday application, and expedites orders through vendor.
- Records new part numbers with accurate descriptions as well as price changes, and establishes inventory levels.
- Stores and arranges materials received in bins, on shelves, or in other appropriate locations, and/or arranges for delivery to the proper facility.
- Tracks inventory that is sent out for Third party reconditioning.
- Maintains and manages vehicle master key cabinet.
- Manages vending machines for consumable products.
- Works independently and makes sound judgments within established guidelines.
- Ensures the safe operation of material handling equipment such as fork lifts.
- Knows and follows the safety and health rules and safe working practices applicable to the job.
- Receives and unpacks materials, supplies, equipment, tools, and parts.
- Verifies articles received against packing list, invoices and purchase orders and notes discrepancies, damage and/or defects. May contact vendor to resolve discrepancies and begin paperwork for credit adjustment.
- Packs, crates, and boxes materials for shipping
- Takes part in formal annual inventory and frequent informal as required inventories.
- Encodes Mechanics' signed out parts requisition/s into the system.
- Keeps Ferry vehicle maintenance records and coordinates vehicle maintenance of Sausalito, SF Terminal and Larkspur vehicles with Bus Non-Revenue Shop
- Maintains vessel upholstery, fabric and related stock and coordinates repair of same with Bus Trim Shop.
- Receives fuel trucks and configures fuel farm to allow for the filling of fuel storage tanks as well as the fueling of vessels.
- Prepares monthly fuel usage based on inventory reports for proper distribution.
- Maintains, updates and distributes MSDS sheets for Right to Know stations and files.

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- Affixes capital asset stickers to Ferry division equipment and maintains records of same.
- Maintains a clean and orderly storeroom, warehouse, pump house, and other storage areas.
- Develops and maintains cooperative, effective, productive and tactful working relationships with in-house personnel and outside vendors and service providers.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of standard methods and practices used in receiving, storing, and issuing parts materials, supplies and equipment.
- Knowledge of Occupational Health and Safety rules and working practices applicable to this position.
- Knowledge of mechanical concepts and parts relationships.
- Knowledge of MS Word and Excel.
- Knowledge of commonly-used materials, equipment and supplies required for District Ferry operation.
- Ability to facilitate inventory record-keeping and basic methods of inventory control
- Ability to use calculator.
- Ability to make accurate computations, and maintain complete and accurate records.
- Ability to operate forklifts and stick shift vehicles such as pick-up trucks and/or vans.
- Ability to work independently and make sound judgments within established guidelines.
- Ability to communicate effectively in both verbal and written form.

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.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

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. DMV H6 Printout - 10 year Driving Record (Scan and attach as PDF to your online application)**

NOTE: Please note that your DMV H6 Printout should be dated within 30 days from the date of the job posting. A complete DMV H6 report has the word "END" in capital letters at the end of the report.

THE SELECTION PROCESS FOR THIS POSITION may include:

- Assessment of education, training, and experience
- Skills Assessment
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

*****The District will invite ONLY 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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03/09/2017 MP

**Human Resources Administration
Human Resources Department
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