

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



TITLE: STOCK CLERK

DATE: DECEMBER, 2001

**PERSONNEL COMMISSION APPROVAL: MAY 19, 2021 (Revised)**

**COUNCIL APPROVAL: DECEMBER, 2001**

|                      |                            |
|----------------------|----------------------------|
| JOB CODE:            | 0386                       |
| EMPLOYMENT STATUS:   | REGULAR FULL-TIME          |
| UNIT REPRESENTATION: | <u>HBMTEA</u>              |
| FLSA STATUS:         | NON-EXEMPT                 |
| EEOC CODE:           | <u>SERVICE/MAINTENANCE</u> |

### **DUTIESJOB SUMMARY**

Under general~~With minimal~~ supervision, ~~is responsible for ordering~~sing, receivesing, storesing, and dispensesing various materials, tools, parts and equipment for a central warehouse; maintains inventory records, ~~check-in and check-out records of non-expendable tools and equipment~~, account records for materials and supplies, and requests replenishments as required to maintain desired supply level; and performs other duties as required within the scope of the classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Warehousekeeper

### **DISTINGUISHING CHARACTERISTICS**

The Stock Clerk is ~~a job class with~~ responsibility for performing a variety of duties associated with ordering, receiving, stocking, distributing, and managing of inventory supplies ~~with no supervisory responsibilities~~.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Receives, stores, dispenses, and restocks supplies, tools, parts and equipment; maintains several minimum/maximum levels of materials and supplies for various divisions and departments of the City.
- Receives, logs, and stores all materials, supplies, tools and equipment shipped to the ~~Corporation Yard, Central Garage, Central and Recreation Warehouse or other departments requiring a similar service~~; dispenses materials and supplies

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to the various divisions and departments assuring delivery when required and assigns the proper account charges.

- Maintains material, supply, and parts catalogs in current status for ordering and pricing information; initiates and submits restocking orders to appropriate staff members for processes; may reorder materials, parts, supplies and equipment to maintain predetermined minimum inventory levels.
- Initiates return of items damaged in transit or shipped incorrectly; maintains or assists in maintaining the inventory, organization and cleanliness of the facility to which assigned; may perform first line or preventative maintenance of selected equipment.
- Operates forklift or other material handling equipment; ~~loans coworkers keys, tools, supplies and vehicles on demand; maintains records of items loaned in and out.~~
- Cleans and maintains storage areas
- Performs routine clerical tasks as assigned including answering phones, maintaining appropriate records and logs, and use of computer to maintain inventory records
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- City and departmental policies and procedures;
- ~~p~~Prourement methods, practices and procedures;
- ~~w~~Warehousing and inventory control techniques;

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- ~~Computer~~ hardware and software pertinent to record keeping and inventory control;
- ~~Occupational~~ hazards and safety practices applicable to vehicle warehouse operations;
- ~~Quality~~ customer service principles;
- ~~Stock~~ room and inventory control procedures.

#### Ability to:

- Perform mathematics calculations used in business transactions;
- ~~Maintain~~ accurate records in an automated environment; record and retrieve information;
- Identify errors and inconsistencies in materials, tools, parts, and equipment orders and deliveries
- ~~Operate~~ personal computer, software applications and standard office equipment;
- ~~Operate~~ forklift;
- ~~Establish~~ and maintain effective working relationships with those contacted in the course of work;
- ~~Communicate~~ effectively with others both orally and in writing;
- ~~Organize~~ and locate equipment and materials as demanded;
- ~~Recognize~~ equipment, materials or tools in disrepair.

**Education:** High school diploma or equivalent certificate.

**Experience:** One (1) year as a stock clerk, records clerk or other related experience in warehouse or inventory operations.

**Certifications/License/Certificate:** A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

~~Possession of a valid California motor vehicle operator's license.~~

Possession of a Forklift Operator certificate is highly desirable and must be obtained within one (1) year of appointment, and maintained during the course of employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

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**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS—**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust, gases, odors and potential physical harm. There is frequent need to sit, stand, stoop, bend, walk, kneel, climb ladders, reach at, above and below shoulder level, push, pull, handle, grip, grasp and extend neck upward, downward and side to side, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust and potential physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis.~~

Rev April 2020 pa