

**CLASS SPECIFICATION FOR**  
**Storekeeper II**

---

**GENERAL STATEMENT OF DUTIES:** Operates a central-supply storage area and yard and receives, stores and issues supplies, materials and equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible and varied work demonstrating a broad understanding of the maintenance, construction and repair needs of the agency to which assigned. The employee normally works with limited supervision and uses a considerable amount of judgment and independent action in establishing and adapting work procedures to new situations. May supervise Storekeepers I and others assigned to assist.

**EXAMPLES OF WORK** (illustrative only):

- Receives, stores and issues specified classes of goods that may include maintenance, construction and/or automotive supplies;
- Checks purchase orders and requisitions;
- Uses parts books to determine correct part or substitute and locates part in the storage area or obtains from outside supplier;
- Uses a personal computer to create and maintain ordering and inventory databases and record-keeping files and systems;
- Maintains inventory and stock records;
- Estimates stock and inventory needs;
- Records material and labor costs on each authorized work order;
- Observes measures to prevent loss, deterioration and damage to goods;
- Drives to various locations to provide pickup and delivery service to foremen for emergency needs;
- Keeps accurate records and arranges for adequate storage and security of supplies and equipment until final disposition;
- Maintains an equipment and storage yard by inventorying materials;
- Supervises inspection of motor vehicles requiring servicing and checkups by keeping records of gas and oil consumption, and checks in County vehicles at the yard for nightly storage;
- Orders materials for central storage and yard area;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the specific types of items kept in the storage area; good knowledge of storeroom and warehousing methods and procedures, including the organizational ability to keep a systematic inventory record up-to-date for accounting and re-ordering purposes; proven skill in the use of a personal computer and solid familiarity with commonly utilized business software and applications; good knowledge of parts books and which items are interchangeable and/or compatible; ability to determine conformity of goods to specifications; familiarity and proficiency with personal computers and the ability to enter and retrieve data and to use efficiently common business software packages; ability to make arithmetical computations; ability to establish and maintain effective relationships with co-workers; physical condition that will permit heavy lifting and carrying, climbing ladders, kneeling, stooping, pushing, reaching, and occasional work under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and three (3) years of storekeeping experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Some positions may require possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.