

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State & Federal Surplus Property

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Storekeeper Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005627 (14408.0) Inventory Control Specialist Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 4:30 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Supervises warehouse employees of General Services Division's State & Federal Surplus unit; oversees operations; implements & enforces warehouse policies & procedures relative to pick-up, inspection, receipt, classification, storage, safeguarding & arrangement for disposal of all types & categories of state & federal surplus property; evaluates condition of surplus property; maintains accurate & up-to-date inventory of surplus property items; resolves shipping problems such as damaged goods, incomplete paperwork & missing items; ensures that signed delivery receipts are obtained from all deliveries; assigns work, monitors quality of customer contacts; approves/disapproves employee time cards & leave requests; evaluates performance; provides training to new employees.	Knowledge of (1) warehouse management; (2) supervisory principles*; (3) employee training & development; (4) public/human relations; (5) OSHA &/or other safety standards & practices applicable to warehouse operations; (6) inventory control; (7) agency guidelines, policies & purchasing & requisition procedures*. Skill in (8) operation of personal computer & associated hardware & software & use of Internet; (9) operation of fork lift & electrical hand jacks. Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) recognize unusual or threatening conditions (e.g., chemical storage, unbalanced loads) & take appropriate action; (12) maintain accurate records; (13) gather, collate & classify information about data, people or things; (14) establish friendly atmosphere as supervisor of work unit.
30	Operates & monitors use of all mechanical equipment (e.g., trucks, forklifts & electrical hand jacks) associated with movement of surplus property: loads & unloads trucks; drives up to 26 foot truck to pick-up/deliver surplus property, as required; uses forklifts & hand jacks to position property in warehouse; notifies Inventory Control Supervisor if repairs are needed.	Knowledge of 1, 2, *, 3, 4, 5 Skill in 9 (15) driving up to 26 foot truck Ability to 11, (16) demonstrate strength to perform manual labor & lift, push pull or otherwise move up to 60 lbs; (17) obtain & maintain valid Ohio drivers license. *developed after employment

POSITION NUMBER
20005628 (14409.0)

JOB CODE TITLE
Storekeeper Supervisor

JOB CODE
14745

List Position Numbers & Titles of Positions Directly Supervised:

20005629 (14410.0) Inventory Control Specialist 2
20005630 Storekeeper I

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven

DATE

2/11/08

apl 2-20-08 al

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Assists customers in warehouse by advising of program guidelines, explaining policies & procedures, quoting prices for surplus property, helping with completion of paperwork & loading/unloading of purchased items.	Knowledge of 1, 4, 5, 6, 7 Skill in 9 Ability to 11, 12, 13
15	Identifies & prepares items for use by independent contractor in on-line auction & provides back-up to vehicle lot: selects surplus property, takes pictures of items & adds to GovDeals website; selects CPU's & monitors & makes assessment relative to condition (e.g., ensures units are functional without operating system) in order to prepare for sale to state & tax supported agencies & public; takes vehicle pictures & adds to folder for website; verifies vehicle identification numbers; performs other duties as directed.	Knowledge of 1, 5, 6, 7 Skill in 8, 9 (18) operation of camera equipment. Ability to 10,12, 13

*developed after employment

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20005630 Storekeeper I

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Jeffrey Westhoven/ao

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