

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 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005627 Inventory Control Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)

8:00 a.m. – 4:30 p.m. (Must work overtime several Saturdays a year)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	<p>Receives, distributes & positions surplus property within surplus property warehouse; loads & unloads property from trucks (i.e., lift, push, pull or otherwise move up to 60 lbs. of property/equipment repeatedly); operates motorized & hand equipment (e.g., forklift, electric hand jacks, dollies) to move property for efficient storage; counts property upon arrival/departure & checks conditions; compares count & condition to accompanying paperwork for accuracy; distributes property to eligible buyers; cleans & organizes warehouse; looks for & reports safety hazards to supervisor. Assists with auctions & sales of property: counts property, organizes property in designated section of warehouse; assists customers in surplus warehouse; offers advise on available surplus property; answers questions; assists with paperwork; photocopies material.</p>	<p>Knowledge of (1) inventory control; (2) agency storeroom/warehouse procedures*; (3) basic mathematics; (4) OSHA & other applicable safety standards & practices*; (5) agency policies & procedures relative to surplus property*; (6) federal rules, laws & guidelines relative to surplus property* Skill in (7) operation of hand & motorized equipment (e.g., forklifts, electric hand jacks, dollies) Ability to (8) recognize unusual or threatening conditions & take appropriate action; (9) sort items into categories according to establish methods; (10) complete forms accurately; (11) work alone on most tasks; (12) lift, push, pull or otherwise move up to 60 lbs. of stock or equipment repeatedly; (13) work in hot or cold, noise, & sometimes dirty environment.</p>
15	<p>Delivers salvaged materials: Operates single axel, 22 ft., GVW box van (i.e., diesel engine, air brakes & standard transmission) to pickup & deliver surplus property to various downtown locations; delivers other items to landfill & scrap yard.</p>	<p>Knowledge of (14) agency policies & procedures relating to state vehicles*; Skill in (15) operation of motor vehicles with diesel engine, air brakes & standard transmission* Ability to (16) navigate through traffic safely; (17) obtain & maintain a valid Ohio driver's license</p> <p>*developed after employment</p>

POSITION NUMBER
20005630

JOB CODE TITLE
Storekeeper 1

JOB CODE
14741

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

7/30/07

APR 28-16-07 AW