

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

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005628 Storekeeper Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)

7:30 a.m. – 4:00 p.m. (Must work overtime several Saturdays a year)

Page 1 of 1

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 (e.g., lifts, pushes, pulls or otherwise moves 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 (e.g., counts property, organizes property in designated section of warehouse, assists customers in surplus warehouse, offers advice 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 established 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 temperatures, noisy, & sometimes dirty environment.</p> |
| 15 | <p>Delivers salvaged materials: operates single axel, 22 ft., box truck 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 air brakes & standard transmission*. Ability to (16) navigate through traffic safely; (17) obtain & maintain valid driver's license</p> |

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/uc

9/25/08

POSITION NUMBER
20005631

JOB CODE TITLE
Storekeeper 1

JOB CODE
14741

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