



POSITION VACANCY

Call Number:	2019 - 27
Position:	Storekeeper
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:00 am to 4:00 pm, Monday to Friday (40 hour work week) Hours change seasonally based on operational requirements
Hourly Rate:	\$30.10 to \$31.68
Date Posted:	April 2, 2019
Closing Date:	April 17, 2019 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, April 17, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Storekeeper

POSITION SUMMARY: Operates Central Stores including parts for Fleet Services.

DIVISION: Finance

SECTION: Procurement

EQUIPMENT AND TOOLS USED: Fork lift truck standard and automatic, pallet truck, two wheel dolly, fuel system, general office equipment including computers.

WORKING CONDITIONS: Warehouse - Service Centre, indoors and outdoors.

RESPONSIBLE FOR:

1. Source, purchase, unloads, receives, returns, stock shelves, issues stores stock and non-stock items, provide service at the counter for various user departments including Fleet Services.
2. Receive, unpack, check and code packing slips for stores stock and non-stock items; code and enter receiving into computer system, process, sign invoices for payment; scan invoices for parts. Prepare monthly reports. File stores documents.
3. Follow up with suppliers to expedite delivery of outstanding items and packing slips for invoices that have not been received; advise end users of any delays with delivery of parts or items. Setup vendor accounts in computer system.
4. Conduct annual physical inventory, maintain inventory control records and reports; advise on obsolete stock and unusual usage. Prepares the obsolete stock to be returned or sent to auction.
5. Assist end users by providing advice and recommendations in the selection of parts and materials

required; responds to inquiries from contractors, suppliers and staff.

6. Responsible for the Stanley Avenue fuel system including input of data into the computerized Fuel system; arrange for repairs to fuel dispensing equipment; take manual readings of fuel; prepare daily fuel reports and prepare monthly fuel report; order fuel and oil.
7. Identify expiring contracts and prepare stores quotations to be issued by Procurement.
8. Reviews quotations and assists in recommending quality and quantity of stock items; prepares requisitions for reordering and sets reorder points. Maintain stores files.
9. Identifies all items that require MSDS/SDS sheets and ensures they are inputted in the City's MSDS/SDS database and current.
10. Assists with control of other various items stored at the Service Centre such as used batteries, PCB storage, scrap metal, etc.
11. Responsible for maintaining, organizing and cleaning the stores warehouses and storage areas.

POSITION REQUIREMENTS: Minimum two (2) year College Diploma in Motive Power Technician, Inventory Management or Related Field.

At least one (1) years' experience within stores and inventory control of heavy equipment/trucks and automotive equipment, parts and supplies.

Valid Forklift certification and experience operating a standard and automatic lift truck.

Valid Class "G" Drivers License

Basic computer skills.

Physical capacity for the job in order to lift heavy loads of up to 25kgs.

Ability to work extended hours and shift work.

Revised: January 31, 2019