

North Marin Water District

STOREKEEPER / SAFETY COORDINATOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Responsible for the purchase requisition, receipt, storage and issuance of materials and supplies and the maintenance of adequate records to insure proper inventory control; is responsible for assisting in the development, execution and maintenance of the District Safety Program; performs a variety of services for District operations; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Storekeeper/Safety Coordinator** is responsible for maintaining adequate levels of construction materials and supplies, and is responsible for the cleanliness, orderliness, maintenance and physical security of the corporation yard and warehouse area. This position is also responsible for identifying resources and the timely implementation of safety training, maintaining records, coordinating safety inspections and other general requirements of the District's safety program.

SUPERVISION RECEIVED

Receives direction and supervision from the Accounting Supervisor. Receives safety program direction from the District Safety Director.

ESSENTIAL DUTIES (include but are not limited to the following)

Receives, inspects for damage and order compliance, counts and stores supplies and materials; keeps records of stock received; coordinates returns and refunds; reviews requisitions and issues authorized materials; coordinates orders and deliveries with contractors, vendors and District crews over the telephone and the counter; controls delivery truck and contractor access to yard via automated gates; maintains records of stock issued and notes reorder points; obtains competitive prices and prepares purchase requisitions to secure materials at inventory reorder point; maintains timely and accurate computerized inventory records; maintains records on repairs or operations as directed. Compares daily fuel usage reports with pump meter and immediately resolves discrepancies. Responsible for order follow-up and tracing. Is responsible to see that materials stocked in warehouse and corporation yard are stored in a secure, orderly and efficient fashion.

OTHER DUTIES

Researches and maintains current familiarity with OSHA, CUPA, SWPPP, CalOSHA and other safety requirements that are imposed on the District from time to time. Provides timely input for the development and updating of District safety regulations and manuals. Responsible for maintenance and distribution of District safety regulations, manuals, reports and records. Coordinates the Safety Committee, prepares and conducts safety training for District personnel under the general direction of the District Safety Director. Conducts safety inspections within the District, prepares written findings and reports, recommends corrective action and monitors efforts to assure follow through and correction of discrepancies, and other duties as assigned.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Experience/Education

Possession of a high school diploma or its equivalent. Associates' degree desirable. At least two years of storekeeping experience and two years experience in working with safety programs desirable. Familiarity with waterworks or plumbing materials desirable.

Knowledge/Skill/Ability

Knowledge of: storeroom procedures including purchasing, receiving, inspection, storage and issuing of material and supplies; general safety practices and procedures and familiarity with OSHA and CalOSHA regulations.

Ability to: demonstrate strong organizational skills; read and interpret construction drawings and material specifications; proficiently operate a personal computer, bar code scanner, common spreadsheet, word-processing, database and email software, as well as the District's inventory software; maintain accurate manual and computerized records and make accurate mathematical calculations; communicate and work effectively with contractors and other employees; operate a forklift. Also, ability to: interpret and apply a wide variety of laws, regulations and policies within the context of the safety program; develop clear and concise written guidelines and procedures for safety issues; visually observe operating conditions and procedures at the District yard and work sites remote from the District yard to evaluate safety conditions and procedures (observation will often require ability to safely negotiate and access construction site and confined areas with restricted access); effectively communicate and conduct oral training of other employees in group and one-on-one situations; respond to unsafe situations by providing impromptu oral advice or training on specific safety functions and techniques; prepare informational materials, brochures and newsletters to relate complex regulations and data to employees and officials lacking technical safety program knowledge; use photographic equipment and visual aids.

License/Certificate

Possession of a valid California Class C driver's license and Forklift Certification within 6 months of hire and trainer within 1 year of hire.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

When visiting job sites or District facilities, the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and potential mechanical and heavy equipment hazards.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	CD
Date	2/9/2015