

Job Information

Job title	Stockperson	Job Code: STKPRN	Pay Grade: B
Title of immediate supervisor	Stores Supervisor		
Department/Division	Finance / Purchasing		
Prepared by	M. Sheehan		
Date Created	Sept. 19, 2018	Revised date	

Job Purpose

Provides short term relief for Stores staff during interruptions of regular staffing levels. Assists the Stores team in the execution of continuous improvement projects and year-end inventory counts. Performs manual tasks related to the issuing and loading/unloading of materials in the operation of the Stores area located in the Public Works Yard.

Duties and Responsibilities

- Receives, stores, and issues a variety of materials, tools and supplies.
- Provides helpful, high quality customer service with a professional attitude.
- Safely loads and unloads a variety of municipal vehicles and delivery trucks, using forklift and backhoe.
- Assists with the organization and cleanliness of all stores areas including warehouse and outside storage areas.
- Assists in stock taking as required.
- Follows all appropriate municipal and W.C.B. safety standards.
- Performs other related duties as required.

Qualifications

- Grade 11, plus an additional programme of over one year full-time, or Grade 12 or equivalent.
- Ability to obtain Forklift Operator Certification and Front end Loader Operator certification.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- 3 months experience in retail/commercial customer service and/or warehousing and/or inventory control and/or construction.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in a warehouse and outside in all weather conditions.