

**POSITION TITLE: MECHANICAL STOREKEEPER SUPERVISOR**  
**DEPARTMENT: PUBLIC UTILITIES**  
**DIVISION: ELECTRIC**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Electric Superintendent

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Ground Maintenance Worker

**DIRECT:** 1

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for Inventory control, building maintenance, receiving materials and supervision of staff.

**JOB RESPONSIBILITIES**

Maintains inventory control

Performs building maintenance

Receives materials

Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, talk/hear, reach with hands and arms and lift up to 50 pounds.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Knowledge of materials and equipment used in the electric transmission and distribution industries</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p>	<p><b><i>Communications Skills</i></b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><b><i>Leadership Skills</i></b></p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
Work is typically performed in a dusty environment, requiring handling of heavy material

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
Two-year college certificate or equivalent; valid State of Ohio Driver's License; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.