

POSITION TITLE: MECHANICAL STOREKEEPER SUPERVISOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER DIST/WW COLLECTION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Assistant Superintendent, Water Dist/WW Collection

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for purchasing, receiving, maintaining and issuing inventory; also performs maintenance on equipment, machines and facility.

JOB RESPONSIBILITIES

Prepares and maintains Water Department inventory records

Purchases inventory items

Repairs small gas engines

Performs electrical and plumbing repairs at the facility

Performs welding and carpentry work

Repairs water hydrants and valves

Performs maintenance on equipment and building

Supervises shop activities

Performs material shipping and receiving

Sets up equipment and machines for field crews

Dispatches crews

Handles customer questions and complaints

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.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Knowledge of inventory practices and equipment maintenance procedures</p> <p>Ability to operate division communication equipment and forklifts</p> <p>Knowledge of hydraulics, elements, and chemistry</p> <p>Must maintain a valid Commercial Driver's License (Class B) and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to adequate allocate resources to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</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>Knowledge of modern office equipment</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in standardized situations</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</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>Communications Skills</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>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to instruct and train staff</p>

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed indoors; work schedule is irregular including nights and weekends; incumbent usually works alone

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
High school diploma or equivalent; Commercial Driver's License (Class B); forklift certification; seven to ten 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. Must obtain an OEPA Class I Water Distribution Certification within two years of hire.

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.