

**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 and Sewer Departments inventory records Purchases inventory items

Repairs small gas engines and schedules maintenance

Performs electrical and plumbing repairs and schedules maintenance for the facility

Performs welding and carpentry work

Performs maintenance on equipment and building as well as housekeeping

Maintains and utilizes all software used for vehicle maintenance, inventory and GIS

Performs material shipping and receiving

Sets up equipment and machines for field crews

Handles customer questions and complaints

Performs other related duties as assigned

Position not eligible for duty

Position would be eligible for overtime (both Water and Sewer list)

### PHYSICAL REQUIREMENTS

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

## REQUIRED SKILL SETS

### **Occupational/Technical Skills**

Ability to use spreadsheet, database, word processing and selected job-specific software

Knowledge of inventory practices and equipment maintenance procedures

Ability to operate division communication equipment and forklifts

Must have self-motivation and demonstrate organizational skills

Must maintain a valid Commercial Driver's License (Class A) and have the ability to drive

### **Administrative Skills**

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to adequately allocate resources to meet objectives

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Knowledge of modern office equipment

### **Cognitive Skills**

Ability to deal with a variety of concrete variables in standardized situations

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to draw accurate conclusions from financial and numerical material

Ability to create and readily draw on a large pool of diverse sources of information

### **Communications Skills**

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

### **Interpersonal Skills**

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to arrive at constructive solutions while maintaining positive working relationships

### **Leadership Skills**

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Ability to clearly assign responsibilities and tasks to others

Ability to instruct and train staff

## 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 A); 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 be able to obtain a Class I OEPA Water Distribution or Class I OEPA Wastewater 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.