



Job title	Storeroom Clerk (non-safety) FULL - TIME
Reports To	Director of Maintenance
Closing Date	Until filled

Job Purpose

The primary duties of the Storeroom Clerk are to requisition and maintain parts inventory, post materials and supplies received by mechanics and incoming materials received from vendors, and finalize work orders.

Duties and Responsibilities

- Conduct market research, prepare requisitions, and initiate the necessary transactions for the acquisition of supplies, equipment, parts and services for the Maintenance Department and facility in accordance with GPTC policies and procedures
- Route all necessary procurement documentation to the appropriate person/department
- Maintain files on all procurement activities, including vendor database information
- Utilize computerized database to maintain Storeroom inventory at levels adequate for the maintenance of the fleet
- Receive parts, unload trucks and shelve received parts, materials and supplies
- Manage vendors to achieve the lowest possible cost and the highest quality products
- Dispense parts to mechanics as needed for repairs
- Post parts/materials received by mechanics in computerized database
- Process mechanics work orders in computerized database
- Conduct periodic inventory of storeroom and reconcile outcomes with computerized database
- Maintain inventory records on all capital assets delivered to the Maintenance Facility in accordance with FTA requirements
- Maintain Storeroom in a clean and orderly fashion
- Print, review, and disseminate computer generated reports to identified staff
- Assist Parts Manager with inventory database maintenance, including period closings
- Other duties as assigned by supervision

Qualifications

- A high school diploma or equivalent (GED)
- An equivalent combination of education, experience, knowledge, skills, abilities, and other characteristics consistent with required qualifications as determined in the job analysis
- Must have valid Indiana Driver's License
- Ability to read and make arithmetic computations
- Ability to follow directions and policies established by the Company
- Must be able to operate forklift
- Must be computer literate and have intermediate level of MS Office experience specifically Excel

Working conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with

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disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.