

JOB DESCRIPTION

Title: Storeroom Manager
Department: Public Works
Status: Full-time, Non-exempt
Grade: 17
Revised: March 14th, 2023

NATURE OF WORK

The storeroom manager is an essential part of the department's overall success. This position provides expertise, training, and acts as a liaison between employees, salespeople, and the general public. The storeroom manager must maintain a professional appearance at all times, operating in a manner consistent with the department's image.

This position includes administrative work, as well as the management and coordination of an extensive automotive parts and municipal materials inventory. The responsibilities of this position include researching, sourcing, ordering, pricing, billing, organization and maintenance of inventory, and assisting with the general operation of the Public Works department. The ideal candidate will be capable of working in an active environment, be flexible, maintain accurate records, suggest & implement program changes as necessary, and maintain excellent written and oral communication skills. Work is performed under the direction of the Fleet Supervisor and Public Works Director.

ILLUSTRATIVE EXAMPLES OF WORK

1. Ensures that appropriate staff is adequately supplied with all parts and materials as needed.
2. Determines inventory quantities and maintains them for maximum usage. Monitors and adjusts inventory as needed to minimize stagnant and unused inventory.
3. Deals efficiently and effectively with parts warranty issues.
4. Oversees the sourcing and purchasing of supplies and materials for the Public Works department and other Town departments as needed.
5. Works with Public Works personnel to coordinate a prompt, efficient, and timely flow of paperwork, computer programming changes, and data processing.
6. Maintains an awareness, understanding, and compliance of applicable federal, state, and local regulations.
7. Accepts other responsibilities as given.

WORK REQUIREMENTS

- Ability to work independently as well as part of a team.
- Knowledge of functions and procedures for all divisions of Public Works, inclusive of supplies, materials, equipment, tools, and parts.
- Ability to interact and communicate effectively, both verbally and in writing with co-workers, salespeople, and the general public.
- Ability to make decisions, recognizing established precedents and practices, and to be resourceful when dealing with issues.
- Motivated individual with a strong work ethic, excellent organizational skills, ability to multitask, maintain accurate records, communicate well, and work independently.
- Strong computer skills are essential.

ADVANTAGEOUS EXPERIENCE AND TRAINING

- Experience with administrative duties and automotive/equipment repair; and/or any equivalent combination of experience and training.
- Experience working in an automotive/heavy equipment storeroom.
- State of Maine CDL is beneficial to the position.

EDUCATION AND CERTIFICATION REQUIREMENTS

- High school diploma or equivalent; supplemental courses in bookkeeping and/or business education is favorable.