

## **JOB TITLE: STOREKEEPER I**

The Springfield Water and Sewer Commission (SWSC) is seeking a highly motivated and innovative candidate to work as a **Storekeeper I** at our Operations Center in Springfield, MA. Under the direction of the Inventory Management and Materials Supervisor, the individual will be responsible and accountable for all inventory receipt, inspection of items received, storage and issue of supplies, materials and equipment. Work involves efficient operation of warehouse and storage yard, with a wide diversity of products and equipment. This position requires the ability to maintain accurate records related to the issue, receipt, transfer and return of supplies, materials, and equipment.

**About SWSC:** SWSC was established in 1996 as an independently operated and managed regional water and wastewater utility. SWSC employs approximately 250 people in roles ranging from engineering, laboratory, construction, union labor, customer service, and professional services, all of which serve 250,000 retail and wholesale customers in the lower Pioneer Valley through a regional water and wastewater infrastructure system. Governing oversight is provided by a three-member Board of Commissioners, appointed and approved by the Mayor of Springfield and City Council, with an executive director managing day-to-day operations. SWSC is not affiliated with any department of the City of Springfield and maintains its own budget, personnel, assets, policies, and procedures.

**Mission Statement:** SWSC's mission is to provide an adequate, uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment. [www.waterandsewer.org](http://www.waterandsewer.org)

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include but are not limited to the following;

- Maintain a complete working knowledge of all computerized inventory control, bar coding systems, procedures, records and reports.
- Works closely with the Inventory Management and Materials Supervisor on stock level needs, min-max estimates, warehousing & storage requirements, operations and safety procedures, procurement of stock from vendors, taking of physical inventories and general supervision of warehouse and yard functions in the absence of the Supervisor.
- Knowledge of all purchasing methods, practices, rules and regulations regarding municipal procurement.
- Assist in the taking of daily/weekly storeroom cycle counts, audits and material request analysis, pick up and/or delivery of stock to and from vendors, warehouses and job sites as directed.
- Ability to safely operate all material handling equipment and vehicles.
- Assist in the training of others assigned to storeroom in the use of inventory software and proper and safe use of material handling equipment and vehicles.
- Assist in the identification, bar coding of items and taking of service vehicle inventories as needed to maintain accurate inventory records.
- Maintain and follow all commission policies and procedures

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Heavy emphasis on the safe, accurate and cost effective operation of a large warehouse and storage yard.

- Must acquire, maintain and update knowledge of all inventory control, bar coding and purchasing systems and procedures.
- Ability to plan, assign and in some instances supervise the work of storekeeping staff and to work independently with minimal supervision.
- Ability to express oneself clearly and concisely in both oral and written form.
- Must be able to read, write, speak and understand English sufficiently to perform the duties of this position.
- Ability to operate and maintain computer databases for inventory control.

**EDUCATION AND EXPERIENCE:**

- Five or more years' experience in materials handling, warehousing or general storekeeping is required.
- Graduation from an accredited high school or vocational school.
- APICS certification highly desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess and maintain a current Driver's License.

Individual must take and maintain Cardio Pulmonary Resuscitation (CPR) and First Aid training.

Must possess and maintain a current Forklift Training certificate

Proof of completed COVID-19 vaccination

Prior to hire, candidates must complete a pre-employment drug screen, physical and CORI background check.

Qualified candidates should send their resume, cover letter and salary requirements to

[Stephanie.douglass@waterandsewer.org](mailto:Stephanie.douglass@waterandsewer.org).

EOE/AA