



## **METRO** Regional Transit Authority

### **Storeroom Keeper**

**Department:** Maintenance

**Classification:** Non-Exempt

**Safety Sensitive:** No

**Position Summary:** This position is responsible for the parts inventory. Work will be performed on a computer as needed. Interaction with mechanics and foremen is required.

**Reporting Relationships:**

Position Reports to: Maintenance Foreman

Direct Report By Title:

Indirect Reports by Title:

Number of Reports: Direct 0    Indirect 0

**Essential Job Functions:**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.*

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**Job Responsibilities:**

- Maintain parts inventory, check stock levels, and recommend minimum/ maximum levels.
- Update labels on bins to reflect any new part numbers.
- Arrange parts in bins in an orderly and consistent manner.
- Update master parts information such as model types and alternate part numbers.
- Check in freight.
- Send out items to be rebuilt when needed.

- Locate new part numbers and enter them into the computer.
  - Conduct annual physical inventory of all parts.
  - Other duties as required.
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**Physical Requirements:**

Physical demands of the job included the following

- Standing – Constantly
- Walking – Constantly
- Sitting – Occasionally
- Lifting – Constantly (approx. 75 lbs.)
- Carrying – Constantly (approx. 75 lbs.)
- Pushing – Frequently (approx. 200 lbs.)
- Climbing – Frequently (ladders, bus stairs, etc.)
- Kneeling – Frequently
- Reaching – Frequently

Work environment: 90% indoors with exposure to diesel fumes, odors, dust, mists, smoke, gases, noisy vibration, and hazards associated with cleaning and repair of vehicles, building, and grounds. 10% outdoors with exposure to diesel fumes, odors, dust, mists, smoke, gases, noisy vibration, and hazards associated with cleaning and repair of vehicles, building, and grounds.

The above statements reflect the general details considered necessary to describe the principal functions of the job necessary for its classification and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job. There is a 60 (sixty) day probationary period.

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**Experience and/or Educational Requirements:**

**Education Qualifications:**

- High school diploma or G.E.D.
- Familiarity with a computerized inventory parts system.
- Previous heavy-duty vehicle mechanical experience would be an added plus.
- Must have a valid Ohio driver's license.
- Must be able to speak clearly and hear during ordinary conversation, see near and far and accurately judge depth perception.

**Experience:**

- Minimum of two (2) to four (4) years of job-related experience.

**Union:** International Brotherhood of Teamsters

## **Core Values:**

### **Teamwork:**

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

### **Safety:**

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

### **People Centric:**

- Celebrating diversity/individual differences
- Treating everyone fairly
- Valuing everyone: co-workers, customers, each other, stakeholders

### **Service Excellence:**

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

### **Integrity:**

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

### **Action Ready:**

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction

