



EMPLOYMENT OPPORTUNITY

ROADS STOREKEEPER

SALARY AND BENEFITS

\$18.70 - \$24.74 per hour plus benefits

FILING DEADLINE

Open until filled. **First review: January 20, 2022.**

DUTIES AND RESPONSIBILITIES

Under general supervision of the Heavy Equipment Mechanic, the Roads Storekeeper organizes and directs the operation of the Roads Division parts warehouse to monitor and maintain adequate inventory levels, and to ensure property distribution of parts, supplies and equipment to the department and assists in buying duties of commodity items. The major duties of the job include:

- Ensure the effective operation of the warehouse including the organization, decisions on the type of stock distribution, receiving, inventorying, maintaining stock levels, keeping warehouse clean and recording all transactions.
- Responsible for buying repair parts and other road related items including developing specifications, researching vendors, preparing documents, planning in advance to allow for written quotes, evaluating low bid, and processing purchases in a timely fashion in accordance with all rules.
- Develop and maintain a computerized inventory system including organizing, entering data, calling for reports, resolving problems and balancing the County's financial record keeping system.
- Provide support services to the Heavy Equipment Mechanic Supervisor.
- Responsible for handling, recording, and disposal for surplus material and scrap.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade supplemented by college level courses in business, public administration, inventory management or a related field.

Experience: Two years of experience performing increasingly responsible duties related to automotive and equipment parts warehouse and inventory maintenance with computerized inventory experience preferred. Mechanical experience repairing automotive and heavy equipment is desired.

License: Possession of, or ability to obtain, a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel on our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: January 6, 2022

🔊 GENERAL INFORMATION 🔊

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County conducts pre-employment drug screenings for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.