CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(WATER/WASTEWATER – LOCATION – 700 WOODWARD AVE)

STORES KEEPER II

SUMMARY OF DUTIES

Assist Stores Clerk I in the purchasing, inventory control, monitoring of maintenance contracts, equipment/tool control, goods and materials unloading and stocking, and all associated administrative functions required to undertake the required services per Azurix policies and procedures. This will involve exposure to varying climatic conditions, potential exposure to trace chemicals of treatment chemicals, sludge, water and wastewater, work at computer terminals and lifting/moving equipment and materials.

Maintain logs and records pertaining to equipment/materials/supplies in accordance with established procedures.

Perform housekeeping/janitorial duties in work areas.

Undertake all assigned duties in a safe and professional manner, complying with Azurix Safety Policies, and in accordance with the Occupational Health & Safety Act, WHIMS and all other applicable legislation.

Perform other duties as may be assigned, which are related to the normal job function

QUALIFICATIONS

1. Possess a Grade 12 education or M.O.E.E. approved equivalent.

2. Previous relevant experience in purchasing and inventory control systems.

3. Must possess a driver's license, Class 'G' or better, valid in the Province of Ontario and able to maintain same. Must hold a valid Fork-Lift Operator's Certificate.

4. Must be able to work independently and with other staff.

5. Must be clean shaven at all times.

6. Must be familiar with the Occupational Health & Safety Act Regulations that apply to this work.

7. Must be physically able to assist with unloading of materials delivered to site, and the associated inventory control of materials, equipment, tools, etc. (ie: ability to climb ladders and stock shelves and remove goods as required for usage by staff).

8. Must have computer experience in software packages including but not limited to Mircrosoft Word, Excel, Powerpoint and relevant experience in use of software packages used in inventory control systems.