

## **Nature of Work**

Position is responsible for the receiving and stocking of all parts and supplies and other related work as directed by the department manager. The Shipping and Receiving Clerk shall also prepare all outgoing items for shipment and clean all areas of the parts room on a regular basis and be responsible for the accurate record keeping of stock quantities. Duties are physical in nature, requiring a good degree of strength.

## **Supervision Received**

Position receives direction from the Senior Procurement Manager.

## **Supervision Exercised**

None.

## **Essential Functions**

- Receive and stock bus, van and vehicle parts by part number and location. Receive and store other miscellaneous supplies.
- Prepare bills of lading and prepare outgoing items for shipment.
- Work with freight companies to obtain desirable freight rates and pickup times.
- Regularly clean floors and shelves to maintain a neat, clean working environment for all storeroom employees.
- Data entry into computer to issue parts from inventory, to receive parts into inventory, and to prepare inventory identification labels for stocking locations.
- Maintain photo library of parts.
- Deliver supplies and other miscellaneous items to various departments.
- Pick up parts and supplies as necessary from local suppliers with the use of company vehicles.
- Assist Buyer and Maintenance staff in parts warranty program.
- Maintain, and coordinate with other departments, the materials recycling program.
- Locate and issue parts from inventory to Maintenance Department.
- Operate a forklift to unload pallets, parts, and supplies from freight trucks.
- Periodically cycle count specified inventory to help maintain accuracy.
- Represent Spokane Transit in professional and positive light to the community.
- Provide excellent customer service to all customers both internally and externally.
- Display and practice STA's Core Values in the workplace.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

## **Public Transit Agency Safety Plan**

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.
- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.

- Do not remove or disengage any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Safeguard and look out for co-workers.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.

This job description no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

## **Minimum Requirements**

### **Training & Experience**

High school diploma or equivalent and two years of previous work experience in a shipping and receiving function, which includes one year of parts inventory control experience. Must possess and maintain a valid driver's license from state of residence. Incumbent may be required to obtain licenses and certificates necessary to meet the responsibilities of the position.

### **Physical Requirements**

Must be able to pass the pre-employment physical and perform the essential functions of the job. The job requires significant physical activity with considerable stooping and lifting. Must demonstrate ability to repetitively lift and carry items weighing up to 70 pounds and have ability to occasionally physically lift and move parts weighing up to 180 pounds.

### **Computer Skills**

Experience within the Microsoft environment and with ERP systems, Tyler Munis preferred.

## **Selection Factors**

- Ability to communicate effectively through both written and verbal modes and perform basic mathematical functions accurately.
- Knowledge of shipping and receiving functions, including UPS, FedEx, and truck freight requirements.
- Knowledge of material control and inventory stock keeping principles.
- Knowledge of complete forklift operation in constructive areas.
- Ability to operate a computer efficiently for basic data entry.
- Ability to understand and execute oral and written instructions and to effectively apply policies and procedures to varied situations.
- Ability to multi-task in a fast-paced environment.
- Ability to establish and maintain effective working relationships with supervisors and co-workers.
- Attitude of neatness, pride, conscientiousness, motivation, and care in work performance; maintain good attendance.

## **Wage**

Salary as provided for in the ATU 1015 collective bargaining agreement.



## Position Description Shipping & Receiving Clerk

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### AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation, or veteran status.

### Acknowledgement

*I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.*

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Employee Name Printed

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Employee Signature

Date