

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STORKPREC30R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description STOREKEEPER-E	10. Division Vehicle & Travel Services (VTS)
5. Working Title (What the agency calls the position) Storekeeper	11. Section Fleet Maintenance Operations
6. Name and Position Code Description of Direct Supervisor SNYDER, RICK L; STOREKEEPER SUPERVISOR-1	12. Unit Car Prep/Parts
7. Name and Position Code Description of Second Level Supervisor WONN, MICHAEL D; MOTOR EQUIPMENT SUPERVISOR-2	13. Work Location (City and Address)/Hours of Work 6951 Crowner Dr., Lansing MI, 48913 / M-F 8:00 - 5:00 or variation
14. General Summary of Function/Purpose of Position The employee in this position performs a wide range of tasks related to acquiring and supplying automotive and other parts to the VTS Garage operation and outside customers. This position also performs duties associated with the intake and disposal of state vehicles.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Work at the parts counter, specifying parts for mechanics & laborers using OEM/aftermarket book catalogs, on-line parts catalogs and part number interchange catalogs.

Individual tasks related to the duty:

- Issue parts to mechanics and laborers while ensuring parts are charged to repair orders and relieved from stockroom inventory.
- Researching both book and on-line sources to determine correct parts for specific applications.
- Acquiring lowest cost parts that meet expectations.
- Cross reference part numbers using book and on-line catalogs.+
- Contacts part sources daily and advises mechanics/laborers, supervisor and scheduler of expected parts arrival.
- Processes vendor invoices and updates computerized inventory.
- Charges parts to blanket repair orders.
- Receives calls from customers requesting parts. Packages and arranges shipping via shipping vendors.
- Returns non-used parts to vendors for credit on the procurement card.
- Identifies all invoices with procurement card transaction detail reports.
- Notifies supervisor and laborer staff when parts require local pick-up.
- Processes recycled boxes and paper and arranges for pick-up.
- Cleans stockroom.
- Orders new and replacement tools, equipment and supplies for garage operations.
- Orders and stocks safety equipment.
- Distributes license plates to/from inventory.
- Driving on occasion to pick up and/or return parts if needed when delivery doesn't meet timeline.

Duty 2

General Summary:

Percentage: 20

Performs new vehicle intake operations

Individual tasks related to the duty:

- Visually inspects new vehicles at time of delivery for damage. Vehicles may require washing prior to inspection.
- Collects shipping paperwork and documents vehicle data on shipper or electronic scanner
- Inputs/verifies vehicle ID and description data into the fleet management database.
- Inputs/verifies vehicle ID into HP Records Manager.
- Informs supervision when vehicle damage is encountered.
- Collects all shipping documents and keys and gives to Service Writer(s).
- Regular and substantial driving when fueling new vehicles at time of delivery.
- Determines priority of jobs depending upon need as communicated by management.
- Reports any data discrepancies in inventory/database systems to management.

Duty 3

General Summary:

Percentage: 20

Processing retired vehicles for disposal.

Individual tasks related to the duty:

- Changes status codes in fleet management database to indicate disposal status.
- Inspects retired vehicles for proper fluid levels, operation of lighting and safety equipment.
- Brings to attention of supervisor any vehicles that require maintenance prior to disposal.
- Emails listing to supervisor, the VTS State Surplus liaison and Service Writers of vehicles ready for transport to State Surplus.
- Collects keys and gives keys and disposal list to Service Writer(s).
- Regular and substantial driving when staging retired vehicles in lot.
- Checks vehicles to ensure suitable for sale to public. Notifies management and documents any concern(s).

Duty 4

General Summary:

Percentage: 10

Cleaning new/used vehicles

Individual tasks related to the duty:

- Cleans new and used vehicles using various chemicals and tools

Duty 5

General Summary:**Percentage:** 5

Maintain inventory and order fuel island product

Individual tasks related to the duty:

- Monitors fuel island storage tanks inventory through daily reports
- Performs daily fuel tank dipping using a calibrated stick and records amounts on inventory spreadsheet.
- Places orders to contracted fuel vendors.
- Provides fuel inventory reports to management as requested
- Advises supervisors of underground storage tank alarms.

Duty 6**General Summary:****Percentage:** 5

Assists in performing annual and/or periodic cycle count inventory

Individual tasks related to the duty:

- Generates count sheets
- Enter corrected counts into the computerized inventory
- Runs periodic cycle count reports

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determine optimum time to order fuel. Affects customers fueling vehicles and acquisition price (E-85).
- Maintain inventory through regular ordering. Affects repair times/efficiency.
- Daily parts department operations. Affects customer satisfaction.

17. Describe the types of decisions that require the supervisor's review.

- When unable to acquire a needed part/component.
- Non-stocked garage equipment or tools over a certain cost.
- Unable to adequately address customer's needs.
- Determine where to source parts from a new supplier
- Research alternative sources of acquiring parts to reduce costs while maintaining quality
- Data entry when encountering erroneous or inconsistent data

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Bending, stooping, lifting up to 85 lbs., reaching, and walking on slippery surfaces.
- Transporting or moving boxes either manually or using a handcart or lift-truck.
- Exposure to exhaust fumes, cleaning & automotive chemicals, wet, cold, heat, noise and odors.
- There is also the aspect of regular and substantial driving in all kinds of weather and traffic conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Computer skills are essential as employee orders, relieves inventory, does cycle counts, makes corrections, prints reports, researches parts/part numbers & equipment, and makes shelf (bin) labels. Employee also must have knowledge of various makes & models of vehicles and equipment. Employee must have knowledge of manufacturer and after-market parts books and methodologies used to research parts origins. Regular and substantial driving in all kinds of weather and traffic conditions.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function is to supply parts, tools, and equipment for VTS garage operations and to perform new vehicle intake and used vehicle disposal duties.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper 5

No specific type or amount is required.

Storekeeper E6

One year of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Computer skills in all areas of inventory control, including receiving parts, charging out parts, cycle counts, annual inventory assessment. Trained in parts procurement for vehicles and equipment. Able to attend any and all training requested by management. Knowledge of where to obtain engineering numbers, VIN numbers, build dates, vehicle/equipment component ID numbers. Ability to research a wide range of parts sources and jobbers.

CERTIFICATES, LICENSES, REGISTRATIONS:

- The incumbent must possess a valid drivers license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

Appointing Authority

8/26/2025

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date