

Job Title: STOREKEEPER II - IPR#45561

Agency : Department of Transportation

Closing Date/Time: 10/04/2022

Salary: \$3,569 - \$4,947 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC014

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Storekeeper II.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

25%

1. Manages the District 6 office storeroom.

- Orders, receives, and issues office supplies and equipment, phones, audio/visual equipment and related accessories for all district bureaus.
- Monitors inventories and determines optimum stock levels, economic order quantities and reorder points for all supplies.
- Initiates and prepares requisitions and inspects and verifies receipts.
- Serves as a liaison with the central Bureau of Business Services (BOBS) Procurement and Duplicating and Supply Units, the central Bureau of Information Processing and the central warehouse.

25%

2. Oversees inventory of equipment and real property.

- Conducts annual physical inventories of equipment and real property and maintains up-to-date database files and reports.
- Reconciles monthly and quarterly property control reports.
- Assigns and issues property control tags.
- Identifies inventory items for disposal or transfer and notifies central BoBS.
- Verifies all transactions are conducted in accordance with the Property Control and Inventory Procedures Manual.

15%

3. Participates in purchasing operations.

- Verifies availability of funds and offers guidance to district staff in the acquisition of office supplies, equipment and furniture.
- Contacts vendors for price quotes and availability of items.
- Operates state vehicles to pick up items from local vendors and surplus.
- Maintains reference copies of state purchase order contracts.
- Keeps files on annual district contracts for building maintenance and trades, and for commodities and equipment purchases through buyer's certification.
- Verifies all transactions are conducted in accordance with the Procurement of Commodities, Equipment and Service Manual.

(Job Responsibilities continued)

10%

4. Coordinates maintenance and repair of all office equipment.

- Serves as key operator of all bureau copiers.
- Assists operators in copier usage, clearing paper jams, filling dry ink and other related tasks.
- Contacts vendors and service personal to reconcile issues.
- Assists with taking employee photos, issuing ID cards, and maintaining computer and camera system.

10%

5. Oversees the district mailroom.

- Supervises the receipt and distribution of freight parcels to provide accurate routing and records.
- Oversees the receipt and distribution of incoming mail and processes outgoing mail.
- Maintains an organized stock room and mailroom equipment.

5%

6. Assists the Motor Pool Coordinator with routine tasks related to the district motor pool.

- Performs data entry and filing of fuel and oil tickets.
- Assists with repairs and preventative maintenance.
- Assists with documentation regarding license plates and title documents.
- Assists in the distribution of vehicles.
- Operates vehicles.

5%

7. Administers the district recycling and surplus property programs. Assists the district bureaus with records storage needs and the record retention program guidelines and policies.

5%

8. Performs other duties as required or assigned which are reasonably within the scope of the enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to the completion of four (4) years of high school.
2. Requires two (2) years of experience in the keeping of stores and store records.

Preferred Qualifications

1. Prefers extensive knowledge of storekeeping and warehousing methods and procedures in the receipt,

storage, and shipment of a variety of goods.

2. Prefers working knowledge of purchase and requisition procedures and of the uses of grading for different types of merchandise.
3. Prefers working knowledge of transportation agencies and shipment methods.
4. Prefers ability to supervise and instruct others in stock handling duties.
5. Prefers ability to keep perpetual inventory records.
6. Prefers ability to make inspections for quality of goods against purchase orders and specifications.

Conditions of Employment

1. Requires successful completion of a background investigation.
2. Requires possession of a valid driver's license.
3. Requires ability to perform arduous labor.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire a Storekeeper II. Under the direction of the Business Services Manager, the successful candidate will coordinate the provision of goods and services in support of District 6 operations.

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 126 E Ash St Springfield, IL 62704-4766

Office: Office of Highways Project Implementation/Region 4/District 6/Administrative Services

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Facility/Fleet Management; Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com