

# Job Title: STOREKEEPER I - NORTHSIDE MAINTENANCE FACILITY/COOK COUNTY/ZONE 2 - IPR#45893

**Agency :** Department of Transportation

**Closing Date/Time:** 10/06/2022

**Salary:** \$4,297 - \$5,729 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** RC451

**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](http://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.**

**\*This position is subject to a pre-employment physical examination and drug and alcohol testing and subject to random drug and alcohol testing after hired.**

## **Agency Mission Statement:**

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

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**

20%

1. Issues signs, tools, equipment, and supplies to employees and others.
  - Maintains proper storage of materials.

20%

2. Prepares receiving reports for all incoming supplies.
  - Contacts vendors regarding problem shipments.
  - Schedules pick up stores inventory and supply sub-orders.

20%

3. Maintains manual/automated systems to record and control stockroom inventory.
  - Utilizes the Asset Management Program (AMP) for entries on a daily basis.
  - Recommends timing of supply purchases.

20%

4. Utilizes AMP to prepare budget reports, timekeeping/timecards, daily accomplishments, and other requested information.
  - Processes all invoices for district headquarter approval.
  - Monitors inventory purchases following procurement policies and procedures.

15%

5. Places orders for gasoline, oil, lubricants, and other supplies through CMS purchasing system.
  - Places orders or makes local purchases of small items required by an Operations Supervisor/Manager.
  - Operates vehicles to pick up supplies from vendor sites.
  - Obtains bids on supplies in conformance with established procedures.

5%

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

## **Knowledge, Skills, and Abilities**

### **Minimum Qualifications:**

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

### **Preferred Qualifications (In Order of Significance):**

1. Prefer one (1) year demonstrating professional organizational skills.
2. Prefer one (1) year of professional communication skills.
3. Ability to maintain accurate records.

## **Conditions of Employment**

1. Requires valid Illinois driver's license.
2. Able to report to headquarters within 45 minutes in emergency situations.
3. Ability to lift 50 lbs and perform arduous labor if required.

## **Position Marketing Statement**

The Illinois Department of Transportation seeks to hire a Storekeeper. Under general supervision of the Operations Supervisor, the Storekeeper issues supplies and maintains inventory of equipment and commodity items for the Operations Maintenance Facility.

**Work Hours:** 6:30 AM - 3:00 PM Monday-Friday

**Work Location:** 4051 N Harlem Ave Chicago, IL 60634-1210

**Office:** Office of Highways Project Implementation/Region 1/District 1/Maintenance

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)