

# Job Title: STOREKEEPER II - IPR#44808

**Agency :** Department of Transportation

**Closing Date/Time:** 10/11/2022

**Salary:** \$3,944 - \$5,541 Monthly

**Job Type:** Salaried Full Time

**County:** Effingham

**Number of Vacancies:** 1

**Plan/BU:** RC014

**\*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.**

**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.**

## **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**

35%

1. Manages the District 7 Bureau of Operations storeroom.

- Utilizes various computer programs such as the Asset Management system and Microsoft Office to track inventory and records of items and materials in the storeroom.
- Reconciles storeroom commodity inventory annually .
- Orders, stores and issues supplies and equipment repair parts utilized by District 7 team sections.
- Oversees the continuous inventory of items .

25%

2. Supervises the receipt, storage and issuance of large and varied stock of small tools, janitorial supplies, maintenance supplies and equipment repair parts.

25%

3. Monitors stock and procures inventory.
- Estimates stock needs .
  - Consults with supervisors on inventory levels .
  - Completes procurement forms .
  - Contacts contracted and commercial vendors to procure parts and supplies .
  - Inspects and stores received parts and supplies.

### **(Job Responsibilities continued)**

10%

4. Distributes repair parts and supplies to traveling mechanics, maintenance facilities and specialty crews.

5%

5. 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 the completion of four (4) years of high school.
2. Requires two (2) years of experience in the keeping of stores and stores records.

#### **Preferred Qualifications**

1. Prefers working knowledge of accounting and inventory methods and procedures in receipts, storage and assignment of commodities.
2. Prefers understanding of state of Illinois organization and purchase order procedures.

### **Employment Conditions**

1. Requires successful completion of a background investigation.

### **Position Marketing Statement**

The Illinois Department of Transportation is seeking to hire a Storekeeper II. Under the direction of the District Equipment Technician, the successful candidate will order, store and issue supplies and equipment repair parts utilized by District 7 Team Sections, and oversee the continuous inventory of items in support of District 7 Bureau of Operations.

**Work Hours:** 7:00 AM - 3:30 PM Monday-Friday

**Work Location:** 1900 W National Ave Effingham, IL 62401

**Office:** Office of Highways Project Implementation/Region 4/District 7/Operations

**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](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)