

Job Class Profile: **Stockhandler**

Pay Level: **CG-19** **Point Band:** **292-315**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	5	3	1	2	2	1	5	
Points	47	33	32	14	30	43	41	21	54	315

JOB SUMMARY

The Stockhandler is responsible for the receipt and issuance of goods, materials, supplies and equipment in a central warehouse, supply room or store.

Key and Periodic Activities

- Receives, unpacks and checks receipt of goods, supplies, parts, materials, books, etc.
- Maintains packing slips from goods received and matches with purchase orders received.
- Records the receipt of goods/material in the electronic inventory and purchasing system.
- Stores goods/materials in the appropriate location in an orderly fashion.
- Provides counter service and/or fills requisitions from staff and/or facilities for goods/materials and ships when necessary. Updates the inventory system as required.
- Signs tools and parts in and out to mechanics.
- Performs periodic and annual inventory of stock.

SKILL

Knowledge

General and Specific Knowledge:

- Policies and procedures regarding the receipt and issuance of goods/materials.
- Safe handling of hazardous materials.

Formal Education and/or Certification(s):

- Minimum: High School Diploma

Years of Experience:

- Minimum: Less than 1 year of related work experience

Competencies:

- Access and maintain electronic records
- Operate office and lifting devices

Interpersonal Skills

- A range of interpersonal skills are used including listening to information or requests from others regarding goods, supplies, materials and equipment, asking questions to ensure the proper information is obtained to receive and record transactions and providing routine

information while operating a counter service.

- Communications occur with a variety of people internal and external to the organization including delivery personnel, staff requiring tools/goods/materials, storekeepers, accounting staff, and suppliers.
- Most significant contacts include staff requesting stock items, delivery and purchasing personnel.

EFFORT

Physical Effort

- Occasionally, the demands of the job result in fatigue requiring periods of rest.
- Constantly required to lift or move items weighing up to 25 lbs., regularly lift or move items objects 25 to 50lbs and occasionally lift or move items 25 to 50lbs.
- The nature of the work requires constant physical handling of goods, materials and equipment utilizing gross motor skills, strength and balance.
- Physical effort includes unloading goods/materials by hand and/or with the assistance of pallet jacks and forklifts and lifting, pulling and moving supplies while maintaining stock shelves.
- Work involves sitting at a computer to record the receipt and issuance of supplies and standing and walking to unload goods and materials. Also involves a variety of body movement including bending, kneeling and stretching.

Concentration

- **Visual concentration** is required when counting stock, searching inventory and guiding delivery vehicles.
- **Auditory concentration** is required to listen to requests for goods and materials.
- **Repetition requiring alertness** occurs when stocking shelves.
- **Alertness for the safety of others** is required when operating the forklift and guiding delivery vehicles.
- **Interruptions** occur while providing counter service.
- **Exact results and precision** is required when entering information in to computers.

Complexity

- Work involves a series of tasks and activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Work related challenges or problems are typically simple and resolved by following instructions and/or guidelines.
- Typical challenges include ensuring the recording of inventory is accurate and performing tasks with while being interrupted.
- Policy, procedures, guidelines as well as staff members are available to provide assistance or direction if the need arises.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled by procedures or by supervisory control.
- Position has some discretion in determining whether to accept shipments for various reasons.

Impact

- Completed activities are directly felt within the immediate work area, department and organization.
- Errors in accounting for goods/materials received or dispersed could impact the availability of items. There are checks and balances which can mitigate possible shortages.

Development and Leadership of Others

- Not responsible for the supervision of staff and typically do not have other development and leadership responsibilities.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear safety equipment such as safety boots, vests, hard hats, gloves gowns and eye shields and follows safety precautions when loading/unloading goods and materials.
- There is a limited likelihood of minor cuts, abrasions or minor illnesses, fractures, injury or illness resulting in partial or total disability.
- Exposed to distracting noise, dirt and dust, glare from computers, hazardous chemicals, odours, wet or slippery surfaces, heavy equipment and sharp objects.