



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY Storekeeper Materials Management Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Locations: West Willington and Putnam, CT
Job Posting No: 30852
Hours: 8:00am to 4:00pm - 37.5 hours per week
Salary: TC 12, Annual - \$37,917.00 to \$48,251.00
Closing Date: January 6, 2016

The Department of Transportation currently has two (2) Storekeeper positions available in the Division of Materials Management, Bureau of Finance & Administration. State employees may apply for lateral transfer if they currently hold the title of Storekeeper or have attained permanent status in the classification since their most recent hire date.

Preferred experience and knowledge: Computer experience and knowledge; knowledge of stockroom operations/material handling; inventory control; automotive and truck parts; operate forklift; fuel station records; general housekeeping; physical stamina (heavy lifting, bending, climbing); **extensive mandatory overtime** in winter for snow & ice and other emergency situations as they arise; instate travel move inventory; valid driver's license; knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills; some oral and written communication skills, and ability to keep accurate stock records and inventories.

Knowledge, Skills and Abilities: Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices including purchasing; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience:

Two (2) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

DEPARTMENT OF TRANSPORTATION: Incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice removal, whenever their services are required.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

COMPENSATION GUIDELINES:

The entry level rate for this class will be ten (10%) percent below Step 1 of the salary grade. Upon completion of the initial working test period the incumbent's salary will be adjusted to the TC or FM pay plan, Step 1 of the salary grade for this class.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The candidate pool resulting from these interviews may be used to fill future Storekeeper positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Specify in your cover letter the location(s) that you are interested in. Interested and qualified candidates who meet the above requirements should submit the following documents by mail: cover letter, resume, and Application for Employment (CT-HR-12) post marked by January 6, 2016. **State employees must include copies of their last two (2) service ratings.** Applications will not be considered without all of the required documentation. Application documents should be mailed to:

Janice Snyder
Transp. Purchasing and Stores Assistant Director
Department of Transportation
Bureau of Finance & Administration, Materials Mgmt., room 2431SW
PO Box 317546
Newington, CT 06131-7546

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

