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**THE UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**Public Works Division**

**Invites applications for the position of:**

**Stock Keeper**

**Status: Permanent Full time**

**Start Date: ASAP**

**2024 Salary: \$28.03 to \$33.36/hour**

**Hours: 40 hours/Week**

**Location: Greenbush Garage**

**Position Summary:**

Reporting to and under the direction of the Fleet Supervisor, the Stock Keeper position will be responsible the overall parts and inventory maintenance of Public Works Division. The successful candidate will be responsible for researching, ordering, receiving and distribution of stock equipment, work orders and general facility assistance within the patrol station.

**Qualifications:**

- A two-year business administration diploma or related industry diploma in parts and automotive inventory management or equivalent in years of experience and education
- Two years' experience in public works and automotive and fleet parts inventory in a warehouse environment. Mechanical aptitude will be considered an asset.
- Experience with procurement of parts including use of on-line parts ordering systems.
- Responsible and self-motivated with excellent organizational skills and the ability to work with minimal supervision along with a strong degree of accuracy and reliability.
- Excellent planning, organizational, time management and interpersonal skills

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<b>COMPETITION:</b>	<b>PW-24-111 Stock Keeper, Permanent Full time</b>
<b>POSTING DATE:</b>	<b>July 24, 2024 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>August 2, 2024 (4:00 p.m.)</b>

- Proficient on computer software such as MS Office Suite (Word, Outlook, Excel) and inventory management databases.
- Valid Class "G" driver's license.
- Possession of a valid their Forklift Operator license or ability to acquire within three first months of employment.

**Responsibilities:**

- Primarily responsible for procurement of parts and supplies for the Fleet Maintenance shop;
- Responsible for ensuring quotes received and competitive pricing is obtained for non-stock items;
- Responsible for monitoring all stock levels and responsible for re-orders as per the purchase order;
- Supply information to the Fleet Supervisor for annual stock tender needs;
- Responsible for entry of stock transaction batches for patrol stock usage;
- Create work orders for municipal stock purchases and county patrol purchases;
- Assist in the audit of stock with Fleet Supervisor;
- Determine dead stock and/or stock needing to be decommissioned and relate to Fleet Supervisor to determine write off, journal entries and credits;
- Code packing slips with work order numbers and/or stock numbers or account codes as required;
- Code stock usage sheets prior to entry;
- Facility - cleans building (floors, bathrooms, garage, storage building) and keeps facility tidy, garbage removal for dump run;
- Outside maintenance – cuts the grass and keeps stock yard orderly in summer and clears snow from patrol pathways in winter;

- Assist mechanics with transporting of vehicles to EMS stations, County sites, outsourced vendors;
- Responsible for parts run when required;
- Responsible for physically filling the Municipal stock orders from work order request;
- Receiving and disbursement of new stock to shelves, storage facility, yard or inform patrols of arrival of goods. Code packing slip when possible;
- Training and use of forklift – loading and unloading truckloads of pipe, catch basins etc. for yard stock. Use of forklift to move stock around in the yard to keep orderly;
- Ability to identify specific parts related to various components for truck and automobile systems such as hydraulics, brakes, drive train, exhaust systems etc;
- Computer knowledge for Worktech system. Entering low limits for stock and monitor each day stock low levels;
- Ensures a high level of respect for confidentiality for the organization as a whole and staff, as per the **Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)**;
- The United Counties of Leeds and Grenville regards its employees as the most valuable asset in the organization. All employees are responsible and accountable for ensuring that health and safety standards are incorporated into all aspects of our business. Furthermore, that facilities and resources are made available to ensure the successful execution of all required Health and Safety legislation as well as corporate policies and procedures are adhered to.
- Other related duties, as requested and required

**The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.**

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**How to Apply:**

Please reference Competition#PW-24-111 in your cover letter and apply online by submitting your application by email to [careers@uclg.on.ca](mailto:careers@uclg.on.ca) by **4:00 p.m. on /before August 2, 2024.**

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act.**

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 or The Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.