

Posting Period

June 16, 2017 –
Open Until Filled

Compensation

Starting rate is \$36.25

(Starting rate is 90% of base wage until the successful completion of a 6-month probationary period)

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Represented (Non-Exempt)

Department

Maintenance

Reports To

Manager, Purchasing &
Supplier Diversity

To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com



www.portoftacoma.com

Job Summary

This position is responsible for the effective and timely control of inventory and for ordering, issuing, shipping, receiving, maintaining manual and automated records of inventory, and stocking of parts, shop supplies, and materials.

Essential Functions and Duties

- Controls inventory; orders, issues, ships, receives and stocks parts.
- Assures accuracy of shipments against invoices, packing slips, purchase orders, and specifications.
- Prepares requisitions and checks materials for proper quantity.
- Records and files using on-line computerized warehousing system.
- Assembles and fills orders by requisition.
- Issues items from stock in accordance with established methods.
- Escorts vendors in accordance with Port policies.
- Drives Port vehicles to pick up and deliver a variety of parts and materials.
- Helps determine sources of supply, availability, and costs.
- Assists in maintaining up-to-date information on all parts, materials, and supply catalogs pertaining to Agency requirements.
- Maintains a computer system to ensure delivery of routine items in an acceptable period of time; expedites delivery of items that are high priority.
- Receives and responds to requests or requisitions for purchase of materials.
- Operates equipment such as forklifts, pallet jacks, and hand trucks to move heavy materials and equipment.
- Performs other duties as assigned.

Required Experience and Education

Minimum education required is a high school diploma, GED or equivalent. AA Degree in Technology or related field is preferred.

Previous job experience required should include a minimum of two (2) years' Parts/Storekeeper experience.

Basic computer experience (Microsoft Office Suite) is required. Must have First Aid/CPR certification and maintain a valid Washington State driver's license and/or CDL as required.

Knowledge, Skills, Abilities & Other Work Characteristics

Must have knowledge in the areas of customer service techniques, basic arithmetic and reading, automotive, facilities and heavy equipment parts, materials, supplies and their uses and inventory systems and procedures. Must have the ability to accurately perform mathematical computations and repetitive activities, perform computerized warehousing methods and procedures, operate warehouse equipment, read, interpret and utilize material catalogs. Must have a leadership style consistent with the Port of Tacoma "Teamwork" concept. Must have the ability to follow all Port policies and procedures and to require the same for subordinates. Must be willing and enthusiastic towards attending staff meetings and training opportunities. Must have the ability to read and accurately comprehend material contained in manuals, specifications, memorandums, regulations and policies pertaining to job responsibilities and employment requirements. Ability to effectively communicate, both verbally and in writing, with others to include Port employees, as well as external sources is required. Must also be able to interact with the public/co-workers, follow instructions, work independently, cope with stress and interact in group situations. Must be able to learn electrical and mechanical equipment, parts and terms and operate office equipment.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the Port's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. Under the direction of the Chief Executive Officer, the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The Port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Collective Bargaining Agreement between the Port of Tacoma and ILWU Local 22, Article VII- Personnel Practices, Section 7.7, Qualified Port employees will have preference on job openings within their own union.

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the US. Such proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer drug screen and background investigation, with some positions requiring a post-offer physical. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at <https://www.tsa.gov/twic>.

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications may be considered for interview.**

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

