

2.1.8 STOREKEEPER, PRINCIPAL CLASS

Nature of the work

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed mainly of class I storekeepers.

In addition, he or she may be required to perform the duties of a class I storekeeper.

Characteristic functions

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

The employee works with his or her superiors to prepare budget estimates for the stores for which he or she is responsible as well as organizes and keeps a complete inventory. He or she participates in preparing current operating practices and procedures. He or she reports any irregularity observed to his or her superiors.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

If need be, he or she performs any other related duty.

Required qualifications

Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience.