

**The City of New York
Department of Environmental Protection
59-17 Junction Boulevard, 18th Floor
Flushing, NY 11373-5108**

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Supervisor of Stock Workers	Level: I	Title Code: 12202
Office Title: Supervisor of Stock Workers	Salary: *\$31,008	
Bureau: Wastewater Treatment	**\$35,039	
Division: Various	Number of Positions: (Continuous Vacancies)	
Work Location: Various Citywide	Hours/Shift: 35hrs./Day	

JOB DESCRIPTION

The selected candidates will be responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment. Will be responsible for overseeing the receiving process to ensure that the goods are placed properly in storage or delivered promptly to the user; checks all incoming shipments to ensure proper quantities and qualities are received; monitor usage and inventory levels to avoid stock outs that may delay delivery of public service; maintain secure, efficient and organized stockroom with flexibility of arrangement, accessibility of major items, ease of physical counting and reduction of deterioration and pilferage.

QUALIFICATION REQUIREMENTS

1. Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

This position requires the operation of a city vehicle; therefore a valid New York State Driver's License is required.

IMPORTANT NOTES:

- * Salary for New Employees.
- ** Salary for full-time Employees who have been working for NYC at least two years.

TO APPLY, PLEASE SUBMIT 3 COPIES OF YOUR RESUME WITH JVN NUMBER TO:

NYC Department of Environmental Protection
59-17 Junction Boulevard, 18th Floor
Flushing, NY 11373-5108
Att: Recruitment Office

For more information about DEP, visit us at: www.nyc.gov/dep

Post Date: 7-21-08	Post Until: Until Filled	JVN: 826-09-WT-0008
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DEP is an Equal Opportunity Employer