

**City of New York  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Supervisor of Stock Worker	<b>Level:</b> 01
<b>Title Code No:</b> 12202	<b>Annual Salary:</b> \$33,539 / \$37,899 - \$51,802
<b>Office Title:</b> Supervisor of Stock Worker Level I	<b>Work Location:</b> North River Plant -725 W. 135th. St., New York, NY 10031, Wards Island Plant, Wards Island, NY
<b>Division/Work Unit:</b> Wastewater Treatment/Skilled Trades/Materials Management Section	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under direction, the selected candidate will supervise and assign work to subordinate employees; overseeing the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment; supervising the receiving process to ensure all goods are stored properly or delivered promptly to the user; inspecting all incoming shipments to ensure requested quantity is received and in good condition; contacting vendors to discuss deliveries, shipments, shortages, etc.; maintaining inventory management using the Computerized Maintenance Management (CMMS) and bar-coding systems; preparing lists of surplus, obsolete or obsolescent materials and arranging for their transfer or disposition; taking the necessary precautions to protect stock from deterioration or spoilage; supervising the loading, unloading and dispatching of trucks; may, when necessary, participate in the loading and unloading of goods at the storehouse and at the point of pick-up, delivery or distribution; operating equipment necessary to perform loading and unloading; and keeping accurate records and preparing reports as needed.

**Qualification Requirements**

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

**Essential Skills**

The selected candidates must have a valid New York State Driver's license; some computer skills, and knowledge of the Computerized Maintenance Management (CMMS) and bar-coding systems are preferred.

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108

*OR*

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  
placing the JVN# on the upper right corner of your resume as well as in the subject line to:

[Recruit@dep.nyc.gov](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 01/23/2012

**Post Until:** 2/3/2012

**JVN:** 826-12-97558-WT

**The City of New York is an Equal Opportunity Employer**