

HOUSING STOCK WORKER (NY HELPS PROGRAM)

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty and responsibility involved in the operation of a storage unit or consolidated storeroom of the New York City Housing Authority. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, at a Housing Authority location, receives, inspects, checks, stores, distributes and cares for materials, supplies and equipment; may store tools.

Packs, unpacks, counts, weighs and measures materials, supplies and equipment. Loads and unloads at the storage facility and at the point of pick-up, delivery or distribution. For this purpose, may travel to point of pick-up, delivery or distribution. Operates elevator and other necessary equipment to load and unload.

Checks materials received against invoices, packing lists, bills of loading; notes breakage and discrepancies in quantity model, etc. Picks supplies from shelves to fill requisitions, lifts and carries supplies when necessary.

Operates electric transports and lift trucks.

Keeps storage facilities clean and orderly. Cares for materials, tools, supplies and stock.

Keeps records and assists in preparing inventories.

Assignment Level II

Under supervision, supervises a section of a consolidated storeroom, or equivalent storage unit in a Housing Authority project or installation. Supervises Assignment Level I employees engaged in receiving, inspecting, checking storing, distributing and caring for supplies and equipment.

HOUSING STOCK WORKER (NY HELPS PROGRAM) (continued)

Assignment Level II (continued)

Supervises loading and unloading at the storage facility and at the point of pick-up, delivering or distribution. For this purpose, may travel to point of pick-up, delivering or distribution. Ensures the proper use of elevators and other necessary equipment used to load and unload.

Maintains, or assists in the maintenance of, perpetual inventories and detailed inventory records. Verifies, counts and checks orders before shipping or distributing. Keeps records and prepares reports. May perform duties of subordinates.

Qualification Requirements

There are no formal education or experience requirements for this position.

Must be able to perform the physical tasks of the job.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Housing Stock Worker (12203)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.