



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence Massachusetts 01840

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EMPLOYEE JOB POSTING

Title: Storekeeper
Department: Department of Public Works (DPW Yard)
Salary: \$48,205.30
Union: Local 3, Firemen and Oilers

Duties: Incumbent of this position unpacks and examines incoming goods; purchases supplies and equipment; store goods, supplies and equipment; mark identifying codes, etc. on articles; issue supplies, materials and equipment; maintain records; take inventories; and perform related work as required. The basic purpose of this work is to receive, store, issue, ship and purchase supplies, materials and equipment for the Department of Public Works. Incumbent also coordinates contractors for snow removal/emergencies during winter months, utilizing electronic devices, computers, and scheduling & time attendance of contractors and pieces of equipment. Provides City Mayor, and DPW Director, a breakdown of hours work of contractors for snow removal events.

Qualifications: A candidate for this position should have a High School Diploma or equivalent, experience in storekeeping work in a storeroom, stockroom or warehouse, the major duties of which included receiving, storing and issuing supplies and equipment. A Bachelor's Degree preferred.

Posting Date: November 15, 2016

Deadline Date: Until Filled

Appointing Authority: _____

Daniel Rivera, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

Application and Full Job Description Available in the City Personnel Department

The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.