

Stock Attendant

The Department of Water Environment Protection (WEP) provides critical wastewater services to Onondaga County's Consolidated Sewer District. We are successful in our mission to protect local waterways and public health because of our dedicated and diverse workforce. WEP is looking for individuals to join our team!

WHY YOU?

WEP is continuously looking for motivated and dedicated individuals to join our cohesive and diverse team! The work involves responsibility for performing unskilled manual work in assisting in the receiving, storing and dispersing of supplies in a storeroom. Employees in this class perform a variety of duties, includes receiving and delivering supplies, filing records and other unskilled manual jobs. You are encouraged to apply and become part of our team!

WHAT EXACTLY DOES A STOCK ATTENDANT DO?

As a Stock Attendant, under supervision; is an important role at WEP, and duties will include, but are not limited to:

- ❖ Assists in receiving, unpacking and storing goods and supplies in proper area.
- ❖ Assists in checking incoming materials against invoices or purchase orders or in filling requisitions.
- ❖ Delivers supplies on approved requisitions for a variety of purposes.
- ❖ Assists in taking inventory and locating records and other materials in the storeroom.
- ❖ Assembles, packs and transports or arranges for transporting stored goods or materials.
- ❖ Cleans storeroom area and keeps stock in order.

MINIMUM QUALIFICATIONS

There are no minimum qualifications for the position of Stock Attendant however, when required to operate a motor vehicle, possession of a valid New York State Non-CDL or CDL including any special endorsements, as required for the type of vehicle being operated.

CAREER ADVANCEMENT OPPORTUNITIES

Stock Attendant

Stock Clerk

Storekeeper

Inventory Control
Supervisor

ANNUAL SALARY

\$36,572 - \$40,066

CIVIL SERVICE GRADE

CSEA / 2

POSITION TYPE

Permanent

Full Time

35 hours/week

WEP DIVISION

Inventory Control

BENEFITS

Paid Vacation & Sick Leave

13 Paid Holidays

Health & Dental Insurance

Vision Plan

NYS Retirement Benefits &

Retiree Healthcare

Flex Spending

Work-Life Balance

Professional Development

Opportunities

**MORE ONLINE AT
 ONGOV.NET/EBENEFITS**



WEPPrecruiting@ongov.net
ongov.net/WEP

Onondaga County is an Affirmative Action (AA) employer committed to Equal Employment Opportunities (EEO) for all persons.