

Storeskeeper (Temporary)

Job Requisition	JR-2026-237 Storeskeeper (Temporary) (Open)
Job Family	CUPE
Start Date	2026-08-28
End Date	2026-09-12
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Operation-Services-Building/Storeskeeper--Temporary-_JR-2026-237
Description	Internal Closing Date: Sept 5, 2026

External Closing Date:

Sept 12, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

36.2

Minimum Weekly Hours:

40

Temporary. Subject to return of the incumbent.

Reporting to the Manager, Procurement Services, this position is responsible for the daily operation of Stores warehouse including inventory control management, distribution and monitoring of supplies and materials, and shipping and receiving.

Duties Include:

- Performs daily storekeeping functions within an integrated computerized purchasing environment.
- Receives and issues a wide variety of inventory supplies, parts, and materials to employees. Ensures accurate system records of inventory. Identifies obsolete, slow moving stock and shortages, and makes approved changes in stock levels as required. Identifies inventory for auctioning purposes and or arranges for disposal of goods under the direction of the Manager. This includes stock and non-stock goods.
- Reviews and approves system requisitions for inventory stock. Assists ICC/Buyer with purchasing stock, follow up and expediting stock orders scheduled for delivery to Operations as required.
- Places Purchase Orders which includes sourcing, issuing quotes, and expediting.
- Advises Manager of new purchasing requirements for the warehouse as required.
- Administers rotating inventory counts to ensure accurate inventory levels and identifies necessary inventory adjustments as required. Coordinates the annual physical inventory count in preparation for fiscal year end.
- Operates a forklift, pallet jack and other warehouse equipment in the daily stores operation.
- Ensures cleanliness and organization of the warehouse and outside storage areas, including optimizing storage space.

- Reviews packing slips, records back orders or short shipments, assists with contacting suppliers to expedite orders and make necessary adjustments regarding replacements, incomplete orders, damaged supplies or unsatisfactory services. Administers the packaging, recording and shipping of various outgoing packages for the Operations Division.
- Works with Manager, Procurement Services and all staff with identifying Asset Investment Recovery opportunities & coordinates disposal projects per City policy.
- Maintains inventory price lists and other purchasing material to support City personnel in seeking current information and pricing on products.
- Assists with calculating daily gravel delivery & usage by staff for receiving & issuing purposes.
- Maintains WHMIS Manual and update related MSDS system information.
- Answers telephone inquiries, provides information, and interacts effectively with City staff, suppliers and the general public. Maintains records and issue keys and locks for City property to staff, contractors and outside personnel. Orders keys and locks as required.
- Administers documentation and receives stock for the "Adopt a Road Program" to the general public.
- Monitors alarm system reports for the Central Stores Warehouse and investigates any discrepancies.
- Performs related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Minimum one (1) year recent experience in the daily operation of a warehouse and inventory control, including but not limited to, year-end reconciliation, managing stock levels, project staging, rotating stock counts, asset investment recovery and shipping and receiving.
- Experience in forklift operation.
- Experience with preparing & issuing RFQ documents for inventory stock.
- Valid BC Driver's License – Class 5.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge of effective warehouse practices, procedures & Inventory control systems.
- Working knowledge and experience with computer training courses – particularly, Microsoft Office Suite (Word, Excel & Outlook). Ability to create and manipulate formula based excel spreadsheets.
- Demonstrated ability in the use of an integrated computerized inventory control system.
- Working knowledge of calculator, telephone, fax machine, photocopier, Ability to Operate a forklift, pallet jack and dolly.
- Physically able to lift and work with heavy materials.
- Ability to produce neat and accurate work.
- Ability to work effectively with frequent interruptions.
- Demonstrated effective interpersonal skills, including written and verbal communication with the ability to maintain effective working relationships with suppliers and staff.

Preferred Education and Experience:

- Warehouse Certificate.
- Advanced computer skills.
- Knowledge and warehouse experience utilizing a fully integrated inventory management

system.

- Municipal inventory experience.
- Forklift Certification.

Preferred Knowledge, Skills And Abilities:

- Sound knowledge of geographic areas of the city, departmental functions and regulations, procedures and policies to respond appropriately to emergent situations and expedite information and direction.
- Transportation of Dangerous Goods Ticket.
- Ability to read blueprints and drawing take-offs
- Knowledge of parts used in the repair and maintenance of City infrastructure

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Temporary
Location	Operation Services Building
Time Type	Full time
Locations	
Supervisory Organization	Procurement Services