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| JOB TITLE | Stock Clerk | |
| DEPARTMENT | Tooling & Stores | |
| MANAGER | Manager of Tooling & Materials | |
| STATUS | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt |

JOB PURPOSE

To perform tasks associated with the receipt, tracking, and distribution of parts and tools in support of aircraft maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain a clean, organized and efficient stock room.

Monitor materials usage, and issuance.

Maintains and updates materials inventory programs.

Route parts to and from maintenance bays and customer cages in a timely manner.

Route serviceable and unserviceable parts to required locations for shipping and receiving.

Receives and Inspects shelf life controlled items and affix's shelf life identification label.

Monitors all shelf life controlled items by performing a monthly audit of materials.

Issues out and receives back into the tool room all NS Aviation tooling.

Understanding and applying the chapters and sections of this manual that apply to his or her position.

Perform additional duties as may be assigned.

REQUIRED SKILLS AND ABILITIES

Physical: While performing the duties of a stock clerk in support of aircraft maintenance, employees must be able to balance, bend, stoop, crawl, climb, climb stairs, crouch, carry items up to 50 pounds, grasp, kneel, lift items 50 pounds or over, pull hand over hand, push, reach above shoulder, use repetitive motion, sit on average 3 hours per day, stand on average 6 hours per day, walk on average 6 hours per day, possess the ability to see and follow precise instructions, documents, diagrams, or blueprints, to distinguish color differences, to see and read information via computer screen or other electronic device, to detect distinct, specific noises, to hear and understand precise directions, to hear and understand what others are saying in normal conversation.

Mental: While performing the duties and tasks of a Stock Clerk in support of aircraft maintenance, employees must be able to understand, remember, and communicate routine, factual information, ability to organize thoughts and ideas into understandable terminology or data, ability to make decisions which have moderate impact on immediate work unit

Communication: While performing maintenance on an aircraft, employees must be able to read, write, speak, and understand the English language, to understand and follow basic instructions and guidelines, to complete routine forms, use existing form letters and/or conduct routine oral communication, to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone, to express or exchange ideas by means of the spoken word, communicating orally with others

accurately, loudly, and quickly,

To perform accurate and quality work, employees must possess and demonstrate attention to detail, ability to accurately proofread, be cooperative and flexible, possess organizational skills, work productively and efficiently within a fast paced and diverse work environment, and be safety conscious.

WORKING CONDITIONS

Combination of inside and outside with changing climate conditions
Moderate to high noise level,
Low to moderate risk for exposure to hazardous chemicals, vapors, or materials

MINIMUM QUALIFICATIONS

High school diploma or equivalent
Basic computer skills
Maintain a valid motor vehicle operator's license

This job description is not an employment contract, implied or otherwise. The requirements described above are representative and a summary of those that must be met in order to successfully perform the essential functions of this job. The list is not all-inclusive and are subject to change upon business necessity. The requirements are subject to change to reasonably accommodate qualified disabled individuals.