

## **Job Title: Stock Clerk II (Year Round) (Bible Hill)**

**Competition #:** 46001

**Department:** Public Works

**Location:** BIBLE HILL

**Zone:** 10, 11, 14, 15, 16, 19, 20, 24

**Type of Employment:** Year Round

**Union Status:** CUPE - NSPG

**Closing Date:** 5/21/2025 (Applications are accepted until 11:59 PM Atlantic Time)

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Under Article 13 of the Collective Agreement between the Nova Scotia Department of Public Works and the Canadian Union of Public Employees, Local 1867, the following opportunity is being posted.

**Please quote the competition number and the Zone you are applying for as noted above on your application.**

### **About Us**

The Fleet Services Division of the Department of Public Works is recruiting for Stock Clerks to join the Fleet Services team in Bible Hill.

This is your opportunity to become part of the team who are pivotal in ensuring the Public Works Fleet is running smoothly and safely. As the Stock Clerk, you are one of our key team players who support the overall safety and efficiency of our provincial road network.

### **About Our Opportunity**

As the Stock Clerk, you ensure the efficient operation and flow of procurement and inventory within the Mechanical Shop. We operate in a fast-paced environment with ever changing demands and strict deadlines, and we need your ability to multitask and deal with changing priorities to keep our team on track. You will prepare part kits for the mechanical shop personnel, update parts lists, and complete monthly reports.

### **Primary Accountabilities**

You will be responsible for the purchase, storage, and issue of inventory for equipment undergoing repairs. In consultation with mechanical shop personnel, technical manuals, and manufacturer parts books, you will determine proper inventory requirements. You will keep our shop organized by maintaining accurate records of quantity, cost, and type of materials received, stocked and issued. You are essential in assisting with determining annual physical inventory counts including requirements for snow-plow blades, skid chains, tires, antifreeze, and other standing orders.

You will also be responsible for shipping and receiving duties, including preparing, verifying, recording, and unloading shipments and preparing items for shipment. You will have regular contact with suppliers and vendors to determine the status of shipments and expedite back orders as required.

Shop Maintenance is essential to your role. You will maintain accurate records and filing systems, ensure the security of the stock room and ensure the stock room is organized and clean to support daily operations.

### **Qualifications and Experience**

You have completed high school plus a diploma with a minimum of five (5) years of related experience in a mechanical shop or stock room. An acceptable equivalent combination of education, training and experience will be considered.

As the ideal candidate you have:

- knowledge of purchasing policies and procedures;
- knowledge of record keeping, procurement, and inventory control; and
- familiarity with heavy equipment in order to effectively maintain proper inventory levels.

You have familiarity with computer-based environments including familiarity with electronic parts management systems. Experience with SAP is an asset.

You have a keen eye for detail and well-developed planning and organizational skills to assist with the efficient operation of our team. Exceptional communication skills, along with interpersonal skills, are essential when liaising with staff, suppliers, and vendors. You consistently maintain a professional and courteous disposition and hold a high standard for client and customer service.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

## **Equivalency**

An equivalent combination of training, education and experience will be considered. Equivalencies may include, but are not limited to:

- Some High School and at least 7 years of related experience.

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

## **Benefits**

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

## **Working Conditions**

At times you may be required to be available for shift work in emergency situations.

Work is performed in an office / stockroom environment in a mechanical shop which may be occasioned by fumes from equipment, grease from parts, noise, dust.

## **Additional Information**

There is one (1) position based in the Fleet Service Area of the Northern District (Zones 10, 11, 14, 15, 16, 19, 20, 24).

This opportunity is for a 52-week Year-Round position – the duties of which are full time and continuous in nature.

### **What We Offer**

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless Career Paths.

**Pay Grade:** STK CLRK

**Salary Range:** \$24.84 Hourly

### **Employment Equity Statement:**

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

This is a bargaining unit position initially restricted to current CUPE local 1867 employees with a date of seniority. The successful candidate(s) will be expected to perform duties as necessary within their zone. Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to **Competitions@novascotia.ca**.

