



JOB DESCRIPTION

TITLE: **INVENTORY CONTROL TECHNICIAN**
STATUS: **Union/FLSA Non-Exempt**
GRADE: **12**

JOB SUMMARY:

Responsible for monitoring the operation of the warehouse to ensure that all necessary parts, supplies, materials and equipment to support Maintenance and Operations are available.

REPORTING RELATIONSHIPS:

This position reports to the - M&O Superintendent. This position does not supervise other positions.

ESSENTIAL DUTIES include the following:

- Monitors and purchases inventory, stock emergency preparedness supplies and fuel quantities; ensures security measures are taken to protect inventory and obtains annual fuel permit;
- Places items in storage using pallet jack, overhead crane -, forklift and a frontend loader w/forks;
- Organizes warehouse, secured storage room and surrounding areas where parts and materials are stored;
- Gathers information to determine inventory quantities and expenses;
- Checks and maintains fuel pumps and fuel reports; maintains tools and equipment;
- Prepares projected inventory expenses for budget; tracks and monitors inventory;
- Tracks materials usage, costs and stocking levels via Maintenance Management System (MMS);
- Maintains minimum stocking level of all inventory items; stores items in assigned locations;
- Coordinates the scheduling and set-up of materials for crews as required per specific work order numbers;
- Prepares for disposal of excess stock and spoils material;
- Maintains security of warehouse; maintains warehouse in a clean and organized manner;
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Procurement procedures, standards and District specifications;
- Water District equipment and supplies;
- Warehouse layout and design for efficient distribution;
- Record keeping systems for inventory control;
- Effective protection and security procedures for inventory; and
- Safety rules, regulations and procedures.

Skill in:

- Operating a forklift, overhead crane , pallet jack and frontend loader;
- Performing routine maintenance with use of small hand tools;
- Keeping accurate records;
- Operating computers and related software; including computer based maintenance management systems; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, vendors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be two years of progressively responsible experience purchasing supplies and maintaining inventory and a High School Diploma or General Equivalency Diploma (GED).

Licensing Requirements:

Possess and maintain a Valid Washington State Driver's License, an Industrial First Aid/CPR Card, and a Forklift Card.

WORKING CONDITIONS:

Duties are primarily performed in the office and the warehouse where exposure to loud noises and equipment such as forklifts, frontend loaders, and overhead crane are factors; exposure to hazardous materials and physical conditions, atmospheric conditions may also exist.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, standing, pushing, pulling, stooping, kneeling, crouching, crawling, balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

This position is characterized as sedentary to very heavy, however, work is predominately medium work range.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: July 1999
Revised: November 15, 2010