

INVENTORY CONTROL SPECIALIST

DEFINITION

Under general supervision, performs a variety of duties in support of warehousing services and activities including the procurement, receipt, storage, inventory, and issuance of supplies, materials, equipment, and tools in accordance with established policies and procedures; assists with bids and competitive quotes; meets with vendor representatives; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Responsible for the procurement of all inventory items; receives incoming purchases; checks material from suppliers for defects and shortages of received goods against purchase order/specifications; informs supervisor of materials delivered damaged or not conforming to purchase orders; makes contact with vendors correcting necessary shortages or mis-shipments.
- Stages material and supplies for projects utilizing the most efficient methods.
- Receives and processes requisitions for inventory items; issues materials, tools, and supplies to District crews daily.
- Coordinates with staff to forecast their material needs; monitors supply chain to ensure an uninterrupted supply of items.
- Stocks, moves, and arranges inventory items manually or using material handling equipment such as a forklift, pallet jack, or overhead crane.
- Prepares and performs inventory cycle counts and annual physical inventory count.
- Monitors stock items; prepares requisitions; orders office supplies and new items as requested and reorders stock items.
- Assists in the preparation of specifications for request for quotes; contacts vendors to request quotes; receives and submits to supervisor for approval; may be authorized to proceed with selection of vendor.
- Assists accounts payable with invoices associated with inventory purchase orders; provides information regarding billing errors and receiving errors; contacts vendors for invoice corrections.
- Meets with vendor representatives on a routine basis; attends trade shows and training sessions as required; keeps up with new product development and passes along product

information and design specifications to the Engineering Department for product approval for District use.

- Reviews District design specifications and ensures that warehouse inventory is compliant; sources compliant material and advises Engineering Department of new source and specifications if inventory item becomes obsolete; plans conversion to new specifications.
- Provides Safety Data Sheet (SDS) information to applicable staff and to the Safety Officer; collects SDS sheets from vendors for incoming and stored materials.
- Assumes responsibility for the routine maintenance of the warehouse facility; maintains the warehouse in a clean, neat, and orderly condition including to sweep, vacuum, and organize; performs routine inspection and writes work order for repairs.
- Monitors recycling bins on a routine basis; contacts appropriate recycling company for pick-up of recyclable materials; processes associated paperwork and forwards to Finance.
- Sets up, organizes, monitors, and maintains accurate and detailed databases, spreadsheets, catalogs, reference materials, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with District Records Policy and retention guidelines including archiving, scanning, and destructing files.
- Assists supervisor with miscellaneous projects and tasks.
- Reads, understands, and ensures compliance with the District's Safety Manual; attends safety meetings as required; reports all accidents, violations, or infractions to supervisor
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Warehouse and inventory control practices and procedures.
- Common carrier and shipping procedures and documentation.
- Parts, supplies, and materials commonly used in water distribution and wastewater collection systems.
- Methods, techniques, materials, equipment, and tools used in material handling and delivery.
- Occupational hazards and standard safety practices including traffic and safety laws and rules involved in driving and equipment operation.
- Basic mathematical principles and calculations.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed and technical warehouse and inventory work accurately and in a timely manner.
- Safely and effectively operate and maintain a variety of warehouse and automotive equipment.
- Maintain inventory control through inventories, transfers, and requisitions.
- Organize, stock, and issue supplies and equipment; maintain adequate stock levels.

- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible inventory control, storekeeping or warehousing, including experience in operating forklifts, cranes, and other stockroom equipment.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- Possession of a valid Forklift Operator Certification within one (1) month of assignment, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Warehouse and office environment; exposure to variable temperatures in the warehouse; work at heights on a ladder.

PHYSICAL

- Level Two

Incumbents require sufficient mobility to work in an office and warehouse setting; stand, sit, and walk for prolonged periods of time; push, pull, lift and/or carry moderate to heavy amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders; operate office equipment including use of a computer keyboard; operate assigned vehicle and equipment; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.