

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Inventory Control Specialist

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: 09/2023

DEFINITION

Performs a variety of responsible duties related to the receipt, inspection, issuance, and surplus of supplies and materials; prepares items for shipment; and performs data entry for inventory and tracking purposes.

DISTINGUISHING CHARACTERISTICS

Employees within this journey-level class perform the full range of duties as assigned including the receipt and processing of inventory. Employees at this level receive only occasional instruction or assistance, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general supervision from the Maintenance Department Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Receives, unpacks, counts, and inspects materials to ensure accurate quantity and quality; marks material with appropriate stock numbers; places materials in designated location; and issues material and equipment to Agency personnel.
- Receives, enters, and issues a variety of supplies and materials; researches unmarked items for issuance to correct department.
- Inspects items and notifies end user if damaged and prepares appropriate documentation.
- Participates in the Agency's surplus activities; recycles scrap materials.
- Participates in performing physical inventories as necessary.
- Performs snow removal, janitorial duties, general clean-up, and routine maintenance on Agency property as directed.
- Operates a forklift and/or overhead hoist to relocate supplies or equipment.
- Assists other personnel as may be required.
- Prepares items for shipping and coordinates with outside freight companies.
- Loads, unloads and delivers items to various Agency facilities.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

CLASS TITLE: Inventory Control Specialist

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern warehouse activities including the receipt, inspection, documentation and issuance of supplies and materials.
- Equipment, tools and materials used in the operation of a warehouse.
- Techniques used in locating parts and materials.
- Basic accounting and record-keeping practices.
- Warehouse and inventory databases and software.
- Supplies and materials commonly used by Agency departments.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Perform warehouse activities including the receipt, inspection, and issuance of supplies and materials.
- Maintain accurate inventory, shipping, receiving and distribution records.
- Ensure all items in the warehouse are appropriately received and stored.
- Identify and interpret technical specifications related to specific parts and materials.
- On a continuous basis, know and understand warehouse and inventory functions and observe safety rules; intermittently review documents related to department operations; observe, identify and problem solve procedural issues.
- Safely operate equipment including forklifts and pallet jacks.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

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Experience and Education:

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

Experience:

Two years of general warehouse experience that included the receipt of supplies and materials.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain inventory of supplies and materials; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively at a desk, table, counter, or while driving vehicle; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 50 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is primarily performed in a warehouse and plant environment subject to typical warehouse and plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes) odors and noise.