

MAJOR FUNCTION

This is routine work in receiving, storing and issuing supplies, materials, equipment; and performing related clerical work required to maintain automated inventory tracking system(s). Incumbents may also handle City Surplus and police confiscated property, including preparing these materials for public auction. Work instructions are received informally, in writing or orally. Work is reviewed by observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Receives incoming freight unpacks and stores equipment, material and supplies at a warehouse or Municipal Supply Center. Checks incoming freight against packing list and purchase orders for accuracy and files receiving reports. Forwards materials and supplies to proper location. Inspects goods received for conformance to quantity specifications; prepares supplies and other material for issue. Assigns stock identification number to each item for automated tracking prior to storage of materials. Places materials on location and rotates stock when shelf life is vital. Prepares materials and supplies for use. Receives requisitioned stock, issues ticket from consumers and reviews for stock number and budgetary error prior to computer input. Initiates pick ticket by inputting data into the inventory management system and adjusts inventory database to reflect available balances and pulls materials. Coordinates with crew leaders on inventory shortages to insure the availability of materials for future projects and daily needs. Obtains quotes and bids for materials, parts and supplies. Makes replacement and substitutes purchases in accordance with prescribed policies and authority. Maintains records of parts requests, back orders, packing slips, warranties, and credit returns. Operates lift equipment when unloading freight, pulling outgoing material for departmental use, etc. Designated incumbents pick up parts from commercial supply locations around the City. Receives, categorizes, catalogs, determines the usage and condition of and labels surplus and confiscated property for sale at auction. May coordinate with auctioneers on plan and layout for the auction of materials, equipment and vehicles. Maintains inventory, stock records and controls, as required. Designated position incumbents assist with operation and repair of fueling station, tank monitoring, and fuel delivery to remote sites. Assists with minor maintenance and repair of equipment and facilities. Performs related work as required.

Other Important Duties

Plans and lays out space for new and incoming materials that sometimes require relocating existing materials. Troubleshoots inventory discrepancies. Researches new items for stock. May be required to make signs using a hand-operated router or a machine router; sands and paints signs. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Some knowledge of methods and procedures of receiving and inspecting materials. Some knowledge of electrical, gas, water and sewer supplies and equipment used in maintenance and construction. Some knowledge of a variety of automotive and heavy equipment parts, tools, supplies and equipment. Some knowledge of safety precautions and procedures used in issuing, receiving, storing, and handling materials. Knowledge of stock shelf life and rotation procedures. Ability to communicate both orally and in writing. Ability to identify components by sight, size, and type. Ability to perform physical labor. Skills in data entry, record keeping, and making reports. Skills in operating commercial and heavy duty fork lifts and various other warehouse equipment. Skills in planning and layout of storage space. Ability to do clerical work and to keep accurate records and make reports. Ability to understand and carry out all written instructions. Skills in keeping routine stock records.

Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of storeroom experience that includes the receipt, storage, issue of supplies; or an equivalent combination of training and experience.

Necessary Special Requirements

As designated, must possess a valid Class E State driver's license or the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure, as a condition of continued employment in the job class.

For positions assigned to the electric power plants, applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

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