



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Inventory Control Specialist	BAND/LEVEL:	ADM III
DEPARTMENT:	Public Works	JOB NO:	4480
DIVISION:	Maintenance	DATE:	01/01/2018
REPORTS TO:	Supervisor, Public Works Fleet Maintenance	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	341
REPLACES:	Inventory Control Clerk	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Provides inventory control of vehicle parts, tools, materials and supplies for public works fleet maintenance. Handles all aspects of supply chain processes, including researching product suppliers, making purchases, receiving and distribution, administering warranty or product returns and invoice payments. Prepares goods and services specifications, administers bids and purchase orders to meet city purchasing policies. Establishes stock room inventory levels and maintains inventory control practices to assigned standards. Reviews and analyzes inventory data and Prepares inventory usage reports. Maintains accurate inventory counts and records utilizing assigned work management software. Participates in snow operations as assigned.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the purchase and acquisition of routine or emergency needed vehicle parts, equipment, tools, materials and services; reviews incoming requests to determine best supply method; issues standard stock/supply items from inventory, or acquires needed products through special purchases.
2. Maintains organized inventory control over all stock rooms and parts storage areas assigned to fleet maintenance cost center. Keeps areas clean and free of clutter, organizes inventory stores for efficient distribution, and maintains accurate accounting of on hand products.
3. Uses assigned work management software to enter items ordered, items received, items issued and other inventory activities. Analyzes inventory record to determine usage trends, and initiates proper inventory control levels. Maintains accurate inventory control files such as stock counts, overall usage volumes, product pricing versus reliability/ warranty problems, purchase order requisitions, vendor information and product specifications.
4. Develops, and prepares standard and non-standard work management reports such as product evaluations, parts usage and pricing trends.
5. Places orders for standard stock items or special order items; determines necessary quantities to maintain appropriate levels of on hand inventory; researches product availability and purchasing options; prepares purchase order requisitions or bid specifications as needed; administers the appropriate competitive purchasing action; places orders, receives and distributes goods or services to fleet staff, documents transactions and reconciles invoice payments with vendors.,
6. Assist in the preparation of contract specifications for projects to be bid (e.g., bulk vehicle parts such as oil filters, tire repair services or used oil collection) and conducts analysis of bidders.

7. Coordinates or verifies receipt of incoming orders, packages or deliveries; ensures receipt of all equipment or materials prior to releasing purchase order for payment; inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips, receiving documents and invoices; stocks or distributes incoming materials.
8. Processes shipments of return orders, damaged parts and warranty parts; obtains return authorizations when needed; packages items for shipment; tracks status of returned items and warranty items to ensure proper credit.
9. Communicates with vendors regarding product availability, bids/price quotes, status of orders, problems, discrepancies or other issues; negotiates prices with vendors; maintains current vendor names, telephone numbers, account numbers and pertinent information.
10. Provides customer service; responds to routine questions, complaints, or requests for service; provides information and initiates problem resolution.
11. Conducts research of department files, purchasing records, invoices, database records, internet sites, hardcopy materials or other sources as needed.
12. Manages and coordinates the fixed-asset inventory of all items within the Fleet Maintenance cost center.
13. Monitors monthly fuel tank leak tests. Takes systems readings and maintains records of test results.
14. Coordinates and maintains Material Safety Data Sheets for all chemicals and materials used by Fleet Maintenance; assists with enforcement of environmental compliance activities.
15. Assists with snow removal operations as required.
16. Other duties as assigned, (e.g., assisting office personnel by answering phones and entering maintenance requests into assigned work management software system.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or GED equivalent.
- Must possess a valid Class B Commercial Driver's license (no air brake restriction and tanker endorsement) within 6 months of hire.
- Must maintain an insurable driving record.
- Successful completion of the following certifications within one year of employment:
 - ASE Parts Specialist Certifications.
 - P1 - Medium-Heavy Truck Parts Specialist.
 - P2 - Automobile Parts Specialist.

EXPERIENCE:

- Three years of purchasing, inventory control or automotive parts room experience, or an equivalent level of education and experience.

SKILLS:

- Mechanical aptitude.
- Good oral and written communication skills.
- Basic math skills.
- Organizational skills.
- Typing skills.
- Inventory management.
- Analytical skills.
- Attention to detail.
- Working knowledge of computer software applications such as spreadsheets, word-processing, database, asset or work management systems.

MENTAL REQUIREMENTS:

- Alphanumeric recognition.
- Good memory skills.
- Ability to meet deadlines.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Ability to concentrate.
- Ability to work under distracting conditions.
- Ability to assess situation and use judgement in responding.

PHYSICAL REQUIREMENTS:

- Hand/eye coordination adequate to input computer.
- Hand/eye coordination adequate to operate forklift.
- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Exposure to loud noises.
- Ability to use hand-powered tools such as pallet jack, screwdrivers, box knives, and hand drill.
- Ability to operate city vehicle.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Position will provide work assignments to (one) part-time parts clerk and/or contracted temp services person.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even and uneven surface
Walking	Occasional	even and uneven surface
Sitting	Frequent	office environment / computer utilization
Driving	Occasional	vehicles (standard and automatic transmission)
Bending	Occasional	retrieving parts
Stooping	Occasional	retrieving parts
Twisting	Occasional	retrieving parts
Kneeling	Occasional	retrieving parts from a low surface
Squatting	Occasional	retrieving parts from a low surface
Crawling	Occasional	retrieving parts from a low surface
Stairs	Occasional	retrieving parts from a high surface
Ladders	Not Required	

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0- 50 inches	variable	occasional	two hand lift
Air compressor	35 lbs.	0- 55 inches	variable	occasional	two hand lift
Hub	58 lbs.	24- 0 inches	variable	occasional	two person lift
Brake Drum	112 lbs.	0- 24 inches	variable	occasional	two person lift
Miscellaneous tools	0- 10 lbs.	0- 60 inches	variable	occasional	one or two hand lift
large batteries	up to 100 lbs	0 - 24 inches	variable	occasional	two person lift
length of steel	up to 100 lbs	0- 24 inches	variable	occasional	two person lift

LIFTING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0- 100 ft.	variable	occasional	two hand carry
Air compressor	35 lbs.	40 ft.	variable	occasional	two hand carry
Hub	58 lbs.	10 ft.	variable	occasional	two hand carry
Brake Drum	112 lbs.	10 ft.	variable	occasional	two person carry
Miscellaneous tools	0- 10 lbs.	100 ft.	variable	occasional	one or two hand carry
large battery	up to 100 lbs	5 - 10 ft.	variable	occasional	two person carry
length of steel	up to 100 lbs	5 - 10 ft.	variable	occasional	two person carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Misc. items on two wheeled dolly	up to 20 lbs.	occasional	horizontal force; two hand push

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Misc. items on two wheeled dolly	up to 20 lbs.	occasional	horizontal force; two hand pull

REACHING	DURATION	DESCRIPTION
Below Knee Height	occasional	depending on location of item to be retrieved
Below Waist Height	occasional	depending on location of item to be retrieved
Forward > 2 Feet	occasional	depending on location of item to be retrieved
Above Shoulder Height	occasional	depending on location of item to be retrieved
Lateral Reach	occasional	depending on location of item to be retrieved

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occasional	fuel system maintenance; fueling vehicle
Pinching	occasional	fuel system maintenance; fueling vehicle
Wrist Flexion & Extension	frequent	fuel system maintenance; computer tool utilization
Wrist Lateral Deviations	frequent	fuel system maintenance; computer tool utilization
Pronation & Supination	frequent	fuel system maintenance; computer tool utilization