

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Inventory Control Specialist	BAND/LEVEL:	Admin III
DEPARTMENT:	Public Works	JOB NO.:	4480
DIVISION:	Public Works Maintenance	DATE:	4/5/2013
REPORTS TO:	Manager, Maintenance Operations	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 330

REPLACES: Inventory Control Specialist

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Coordinates purchase/acquisition and all aspects of inventory control of routine or emergency equipment, tools, supplies, materials, and services for the streets, traffic, and stormwater maintenance groups. Develops, designs, and prepares standard and non-standard reports from inventory data extracted from the Work Management System using a report-writing program. Analyzes data for patterns and trends. Annually prepares contract specifications for projects to be bid (e.g., salt, asphalt, crack seal, concrete and sand) and conducts analysis of bidder's. Assists with snow removal operations, as required.

DUTIES AND RESPONSIBILITIES:

1. Coordinates purchase/acquisition of routine or emergency equipment, tools, supplies, materials, clothing, and services; reviews incoming requests for materials; issues standards stock/supply items from inventor for two maintenance facilities and three cost centers..
2. Maintains computerized inventory records; posts/enters items ordered, items received, items issues, and other inventory activities into computer system; researches inventory records in computer system as needed; and maintains departmental files of requisitions and product specifications.
3. Develops, designs, and prepares standard and non-standard reports from inventory data that is extracted from the Work Management System using a report-writing program. Analyzes data for patterns and trends and prepares reports depicting the results of the analysis. Provides data and support for the department's performance measurement and benchmarking programs.
4. Places orders for standard stock items or special order items; determines necessary quantities to maintain appropriate levels of standard inventory items on hand; researches purchasing information as needed; obtains specifications for budgeted items and maintains specifications for future reference' obtains competitive bids and price quotes for parts and ,materials; places orders by telephone, fax, computer, or mail with appropriate vendors; monitors status of pending orders and initiates follow-up actions.
5. Annually prepares contract specifications for projects to be bid (e.g., salt, asphalt, crack seal, concrete and sand) and conducts analysis of bidder's.
6. 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 and materials and of entire order; verifies accuracy of packing slips, receiving documents, and invoices; stocks or distributes incoming materials.
7. 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.
8. 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.
9. Provides customer service; responds to routine questions, complaints, or requests for service; provides information and initiates problem resolution
10. Conducts research of department files, purchasing records, invoices, database records, Internet sites, hardcopy materials, or other sources as needed.

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11. Manages and coordinates the fixed asset inventory of all items within the division other than fleet related.
12. Monitors monthly fuel tank leak tests. Takes systems readings and maintains records of test results.
13. Coordinates and maintains Material Safety Data Sheets for all chemicals and materials used by the division; assists with enforcement of environmental compliance activities.
14. Assists with snow removal operations as required.
15. Assists office personnel by answering phones and entering work requests into automated work management system.
16. 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.
17. 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 an equivalent combination of work experience and formal education. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Three years of purchasing, inventory control or stock room experience, or an equivalent level of experience

SKILLS:

1. Mechanical aptitude
2. Good oral and written communication skills
3. Basic math skills
4. Organizational skills
5. Typing skills
6. Inventory management
7. Analytical skills
8. Attention to detail
9. Working knowledge of computer software applications such as spreadsheets, word-processing, database, GBA and RTA.
10. Project management skills

MENTAL REQUIREMENTS:

1. Alpha and numeric recognition
2. Good memory skills
3. Ability to meet deadlines
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to carry out assignments through oral and written instructions
7. Ability to work independently
8. Ability to analyze and recommend possible solutions
9. Ability to learn and understand PC software applications
10. Concentration
11. Ability to work under distracting conditions

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12. Ability to assess situation and use judgement in responding

PHYSICAL REQUIREMENTS:

1. Hand/eye coordination adequate to input computer
2. Hand/eye coordination adequate to operate forklift
3. Ability to make and receive phone calls
4. Ability to identify and distinguish colors
5. Ability to distinguish smells
6. Exposure to loud noises
7. Ability to use hand and powers tools such as pallet jack, screw drivers, box knives, and hand drill.
8. Ability to operate City vehicle

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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

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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	FRQUNCY/ 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	FRQUNCY/ 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