



## Inventory Technician

Water & Wastewater

Salary: \$29,850.87

### JOB SUMMARY

This position performs technical duties in the ordering, receiving, storing, and management of the water and wastewater department's equipment, materials and supplies inventory.

### MAJOR DUTIES

- Receives inventory, including but not limited to: unloading delivery trucks, stocking warehouse and data entry into the electronic inventory system.
- Performs scans of inventory levels and reports materials needed to be ordered to the warehouse manager.
- Provides materials to the work crews as needed.
- Packs and ships returns.
- Inspects all orders being received and shipped, checking for damage, defective parts, and missing items.
- Reports and returns damaged products to the warehouse manager.
- Issues inventory, including but not limited to: transferring stock from central warehouse to required crews; transferring parts issued to the crews back into the central warehouse inventory at the end of each working day.
- Keeps warehouse area clean and organized
- Tracks and logs all product inventory, ensuring there are no discrepancies or losses
- Performs other duties as required.
- Ability to be on call when supplies are required from the warehouse outside of normal business hours. On-call schedule to be determined by warehouse manager.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inventory management principles.
- Knowledge of department purchasing policies and procedures.
- Knowledge of safe work practices and procedures.
- Knowledge of department policies and procedures.
- Skill in the operation of a forklift.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Warehouse Manager assigns work in terms of general instructions covering most aspects of the work, however, the use of some judgment is required, especially regarding new or one-time task and in deciding how to complete certain assignments. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include water and wastewater department standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related inventory management duties. The variety of materials to be managed contributes to the complexity of the position.
- The purpose of this position is to perform technical duties in the management of the water and wastewater department's equipment and supply inventory. Success in this position contributes to the efficiency and effectiveness of department operations.

### **CONTACTS**

- Contacts are typically with co-workers, other city employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, or to resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- Physical demands include some sitting but typically require standing, walking, bending, crouching, stooping, frequent lifting of heavy object (in excess of 75 pounds or more), operating forklifts, and having the ability to distinguish between shades of color.
- The work is typically performed in an office, a warehouse and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

### **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- General knowledge of computers.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia.

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