



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Inventory Control Clerk	<b>BAND/LEVEL:</b>	ADM II
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	4055
<b>DIVISION:</b>	Public Works Maintenance	<b>DATE:</b>	12/10/2020
<b>REPORTS TO:</b>	Fleet Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	341
<b>REPLACES:</b>	New Position	<b>LAST REVISED DATE:</b>	N/A

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**JOB SUMMARY STATEMENT:**

Assists in overseeing the warehousing and distribution of designated material goods are maintained to established inventory control levels. Performs routine inventory control tasks as assigned; Placing orders, making purchases, receiving and inspecting goods, distributing goods and re-stocking warehoused supplies.

Takes order requests and conducts research of available products and suppliers. Makes purchases and transacts payments to vendors in accordance to city purchasing policies. Where assigned, prepares bid specifications and administers bidding processes. Assists in overseeing received goods meet quality standards through inspections and where applicable, the administering of warranty claims and/or product returns.

Performs cycle counts and maintains accurate inventory records utilizing electronic programs such as Lucity work management software. Assists in the research of inventory control data such as; Material usage trends, expenditure projections and warehouse inventory histories. Keeps the warehouse and part rooms office clean and organized. Participates in the snow program and where assigned, as a CDL snow plow driver.

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**DUTIES AND RESPONSIBILITIES:**

1. Performs manual and administrative inventory control tasks. Acquires/ makes purchases, stocks warehouse inventories and distributes designated supplies such as; hand tools, small power equipment, safety supplies, maintenance materials, repair parts, clothing, and services.
2. Maintains efficient storage and distribution of inventoried items at assigned location(s). Maintains accurate inventory records and cost accounting. Maintains inventory levels to assigned amounts; Checks inventory item counts, re-orders commonly stocked items per assigned reorder points, and cycles/ rotates inventory to keep stocked supplies fresh. Keeps assigned work areas clean and free of clutter.
3. Maintains working knowledge of industry best practices for inventory control and warehouse operations.
4. Maintains working knowledge of industry suppliers and vendors of commonly purchased goods. Coordinates with customers to obtain product specification needs and researches product availability, conducts competitive bids as required, prepares purchase order requisitions, makes purchases, receives and distributes or stocks purchased items and administers payment.



5. Administers the ordering of both standard stock items and/or for special order items. 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 correct goods have been received; verifies accuracy of packing slips, receiving documents, and invoices.
6. Processes vendor payments using assigned software platforms to reconcile purchasing card statements, request invoice payments and/or administer payment corrections for returned/exchanged items.
7. Uses assigned work management software to accurately record orders made, inventory levels, received goods, issued goods and other inventory control activities. Maintains accurate inventory control records such as stock counts, usage volumes, product pricing, product quality/ warranty problems, purchase order requisitions, vendor information and product specifications.
8. Gathers data and information to assist in the development of work management reports such as product evaluations, usage volumes, pricing trends and inventory turnover rates. Gathers information and data.
9. Processes shipments of return orders, damaged goods or warranty claims. Obtains vendor return authorization when needed, packages items for shipment, tracks the status of returned items and warranty claims to ensure proper credit has been received. Reconciles payment actions on returned goods and warranty claims.
10. Assists in the administering of goods and services bids by preparing specifications, evaluating bidder qualifications and making bid award recommendations.
11. Conducts research of department purchasing records, computerized work management files, invoices, software database records, internet sites, hard copy materials and other sources as needed.
12. Communicates with vendors both orally and in writing as needed regarding the determination of product availability, solicitation of bids/ price quotes, status or orders and scheduling of deliveries.
13. Participates in snow removal operations and/or as a CDL snow plow driver as required.
14. 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.
15. 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.

**Fleet Maintenance Assigned Position:**

1. Maintains file record of Safety Data Sheets for chemicals and material supplies purchased, stored or used within the Fleet Maintenance Cost Center.
2. Oversees the storage, issuance and return of tools and equipment within the Fleet Tool Room. Maintains accurate accounting of Tool Room inventory, and daily identification of issuance and return items. Conducts daily inspection of tool room inventory providing timely reporting of missing, and/or non- working items. Performs rudimentary tool/ equipment maintenance and calibrations. Coordinates with the Fleet Supervisor on needed repair, calibration and/or replacement of non-working items.
3. Maintains a working knowledge of vendors/ suppliers specific to vehicle and equipment parts. Takes parts requests from Fleet mechanics, researches available vendors and vendor part options, verifies which vendor parts will be fully compatible with a request, provides requester with part cost information, makes part selection recommendation and confirms ordered part number(s) are correct. Inputs accurate recording of part supply transactions into designated work management software, (Lucity).
4. Assists with the inventory control of city vehicle fuels as assigned. Coordinates with the Inventory Control Specialist to conduct onsite readings of fuel storage tank levels, inspection of fuel island dispensers and administering of monthly fuel tank leak test, and quality control checks of supplied fuels.

**GENERAL QUALIFICATIONS**

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**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- High school diploma or GED equivalent.
- Must possess a valid Class B Commercial Driver's license (with tanker endorsement and no air brake restriction) within 6 months of hire.
- Must maintain an insurable driving record.
- Certification in inventory control, automotive parts specialists or supply chain professional preferred.

**EXPERIENCE:**

- Two years of inventory control experience, (stockroom, warehouse, automotive parts room, purchasing) and/ or an equivalent level of education and work experience preferred.

**SKILLS:**

- Mechanical aptitude.
- Good oral and written communication skills.
- Interpersonal skills/ Ability to work as a team with others.
- 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, databases, and work management systems.
- Time management skills.

**MENTAL REQUIREMENTS:**

- Alpha and numeric 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 and work under distracting conditions.
- Ability to interpret/ understand State/ Federal regulatory standards and city policies.
- Ability to assess situations 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 and power tools such as pallet jack, screw drivers, box knives, and hand drill.
- Ability to operate City vehicles.
- 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.