



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Inventory Control Specialist	BAND/LEVEL:	ADM III
DEPARTMENT:	Public Works	JOB NO:	4480
DIVISION:	Public Works Maintenance	DATE:	11/30/2020
REPORTS TO:	Fleet Supervisor or Maintenance Operations Manager	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	330/341
REPLACES:	Inventory Control Specialist	LAST REVISED DATE:	06/25/2019

JOB SUMMARY STATEMENT:

Oversees the warehousing and distribution of various materials, tools and repair parts. Establishes inventory control levels and handles all aspects of the supply chain process. Researches product suppliers, purchases goods in accordance with city purchasing policies, receives and distributes purchased goods, administers warranty claims and/or product returns and processes invoice payments. Prepares goods and services specifications. Administers bids and purchase order requests. Maintains accurate inventory counts and records utilizing work management software. Prepares performance management reports such as usage and inventory level histories. Participates in winter snow plowing operations as assigned.

DUTIES AND RESPONSIBILITIES:

1. Leads the acquisition, warehouse stocking and distribution of routine field supplies such as; hand tools, small power equipment, safety supplies, maintenance materials, repair parts, clothing, and services.
2. Oversees that assigned stock rooms and warehouse areas are organized and that they follow effective inventory control practices. Keeps assigned work areas clean and free of clutter. Maintains efficient storage and distribution of inventoried items. Maintains accurate inventory records and cost accounting.
3. Maintains working knowledge of industry best practices for inventory control and warehouse operations. Develops warehouse operating procedures, (e.g., how customers place orders, how material goods are issued to customers, who has access to high value items and how internal inventory control transactions will be processed).
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. Oversees the ordering process of 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. Uses assigned work management software to accurately record orders made, inventory levels, received goods, issued goods and other inventory control activities. Analyzes recorded data for use and cost trends to determine effective inventory levels and inventory reorder points. Maintains accurate inventory control files such as stock counts, usage volumes, product pricing, product quality/ warranty problems, purchase order requisitions, vendor information and product specifications.

7. Develops and prepares work management reports such as product evaluations, usage volumes, pricing trends and inventory turnover rates. Performs analytical research to provide data and support for the department's performance measurement and benchmarking programs.
8. 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.
9. Assists in the administering of formal bid processes, evaluates bids received and bidder qualifications, recommends bid awards and assists in the preparation of contracts and service agreements.
10. Conducts research of department purchasing records, computerized work management files, invoices, software database records, internet sites, hard copy materials and other sources as needed.
11. 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. Negotiates prices and resolution of product discrepancies, (e.g., warranty claim, missing order or product quality dispute) with vendors where applicable.
12. Maintains current Safety Data Sheets for all chemicals and material supplies purchased, stored or used within the Maintenance Division. Assists with enforcement of environmental compliance activities as assigned.
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.

SPECIFIC DUTIES FOR ASSIGNED WORK AREA:

CENTRAL STORES WAREHOUSE:

1. Duties and responsibilities listed centered primarily on the supply of materials and goods used by the Street Maintenance, Stormwater Maintenance and Traffic Maintenance work sections.
2. Administers the supply of designated safety equipment, personal protective equipment and work clothing for public works employees. Administers the same during the winter season for all city employees assigned to participate in winter snow plowing.
3. Assists in the bidding and procurement of winter snow and ice materials such as road salt, liquid pre-wetting agents and sand. Administers the ordering and invoice payment process. Coordinates with assigned supervisory staff to provide accurate accounting of inventory and use levels.
4. Assists in the administering of service contracts.

CENTRAL FLEET FACILITY WAREHOUSE

1. Duties and responsibilities listed centered primarily on the supply of automotive parts and material supplies used by the Fleet Maintenance section.
2. Oversees the inventory control of city fuels and ensures fuel supplies meet with designated standards. Assists in the bidding and procurement of vehicle fuels. Monitors fuel storage tank levels and coordinates with designated vendors to maintain fuel supply levels to assigned levels and type.
3. Assists in ensuring city fuel supplies and city fuel distribution systems meet regulatory compliance. Monitors, tracks data and completes regulatory formwork as assigned. Assists in performing monthly fuel tank leak tests. Collects system readings, maintains test records and coordinates with assigned Fleet Compliance Lead to resolve system problems and/or fuel supply quality problems.
4. Assists in the administering of service contracts.

GENERAL QUALIFICATIONS

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 specialist or supply chain professional preferred.

EXPERIENCE:

- Three years of purchasing, stockroom/ warehouse 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, databases, and work management systems.
- Project 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.
- Concentration.
- Ability to work under distracting conditions.
- 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):

- Position may provide work assignments to assisting staff such as maintenance workers, part time employees, parts clerk and/or contracted temp services persons.

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	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

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

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