



Warehouse Inventory Technician

Road and Bridge

RB/11
Pay Grade: 12

JOB SUMMARY

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

MAJOR DUTIES

- Enters requisitions into the AS400 system for the purchase of materials and equipment.
- Issues material and equipment to department personnel.
- Receives returned material and equipment.
- Takes daily inventory of materials and orders as needed.
- Maintains warehouse inventory.
- Issues purchase orders to vendors.
- Picks up material and merchandise as needed; receives material and merchandise from vendors; reviews for correctness.
- Contacts vendors to request bids or prices.
- Performs weekly generator checks.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inventory management principles.
- Knowledge of department purchasing policies and procedures.
- Knowledge of safe work practices and procedures.

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- Skill in the operation of a forklift.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Office Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and county 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 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 county employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and a warehouse. The employee may be exposed to machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

