

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Inventory Control Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005710 (17005.0) Administrative Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|--|--|
| 55 | <p>Coordinates, analyzes & controls General Services Division's Facilities Management storeroom, warehouse & tool supply room: purchases new storeroom tools; maintains electronic inventory of stock; monitors distribution, return & condition of both storeroom & employee issued tools; maintains storeroom in clean, orderly & secure condition; develops & maintains stocking parameters, usage data & reorder thresholds; maintains accurate & up-to-date inventory of all supply & warehouse items; performs bi-annual physical inventory for Office of Properties & Facilities; manages inventory levels & approves orders for wide variety of storehouse items (e.g., toilet paper, hand towels, salt, ice melt); receives, inspects, distributes & maintains warehouse inventory; confirms receipt & delivery of items to agency users; develops, implements, & enforces warehouse procedures; ensures pick-up & delivery of parts, materials & supplies for Skilled Trades Unit projects & for GSD-managed facilities; prepares & maintains databases for inventory control of warehouse (e.g., stock, tools, uniforms).</p> | <p>Knowledge of (1) inventory control; (2) OSHA & EPA safety standards & practices applicable to storeroom or warehouse operations (e.g., proper storage & disposal of hazardous materials); (3) customer service; (4) agency purchasing & requisition warehouse procedures*</p> <p>Skill in (5) operation of personal computer & associated hardware & software (e.g., MS Word, Access, OAKS, FAMS systems*); (6) operation of office & warehouse equipment (e.g., calculator, fork lift, key-cutting equipment, & skid jack)</p> <p>Ability to (7) define problems, collect data establish facts & draw valid conclusions; (8) recognize unusual or threatening conditions (e.g., chemical storage, unbalance loads) & take appropriate action; (9) maintain accurate records, & prepare meaningful & concise reports; (10) gather, collate & classify information about data, people or things; (11) sort items into categories according to established methods; (12) lift up to 30 lbs. of stock or equipment repeatedly; (13) obtain & maintain valid driver's license.</p> <p>*developed after employment</p> |

POSITION NUMBER
20072222 (17007.0)

JOB CODE TITLE
Inventory Control Specialist 2

JOB CODE
64552

copy 3-30-08 ok

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/ce

DATE

2/14/08

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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20005710 (17005.0) Administrative Officer 2

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7:00 a.m. - 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|--|
| 45 | <p>Monitors receipt & disposition of warehouse inventory & ensures procedures are followed: prepares appropriate reports for disposition or surplus of items in accordance to Project Procedures & Accounting Controls Policy; prepares acquisition forms for purchasing items from Surplus Supply; maintains inventory for items placed into & purchased from Surplus Supply; assists in preparing quotes & bids for warehouse & building items & annual vendor encumbrances for Facilities Services (e.g., purchase of electrical, plumbing & painting supplies, emergency generator maintenance, chiller maintenance, fire protection testing & inspection, pest control); prepares purchase requests for various facilities; manages section purchases & contracts; prepares & maintains vehicle maintenance, mileage & service records; coordinates annual ordering, tracking, distribution & replacement of Facilities Management employee uniforms & safety boots; coordinates packaging, storage & disposal of hazardous waste materials (e.g., paint thinner, chemicals, light bulbs, ballasts); oversees minor locksmith work, key-cutting operations, & maintains key-cutting equipment & key-blank stock; other duties as assigned.</p> | <p>Knowledge of 1, 2, 4* Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13</p> <p>*developed after employment</p> |

POSITION NUMBER
20072222 (17007.0)

JOB CODE TITLE
Inventory Control Specialist 2

JOB CODE
64552

opd 3-3-08

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

2/14/08