100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106490

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20072222

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Inventory Control Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005714 Administrative Officer 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB CODE TITLE: Inventory Control Specialist 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Coordinates, analyzes & controls General Services Division's Office of Properties & Facilities storeroom, warehouse & tool supply room: purchases new storeroom tools; maintains electronic inventory of storeroom stock; monitors distribution, return & condition of storeroom tools; maintains tool 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 & GSD-managed facilities; prepares & maintains databases for inventory control of warehouse (e.g., stock, tools, uniforms).	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* 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) 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. *developed after employment

JOB CODE 64552

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/a

DATE: 10/27/10

Appl 10.29.10 aw

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106490

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER
20072222

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Inventory Control Specialist 2	20005714 Administrative Officer 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	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 form 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.	Knowledge of 1, 2, 4* Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13 *developed after employment

JOB CODE TITLE
Inventory Control Specialist 2

JOB CODE
64552

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	10/27/10

Appd 10.29.10 (ce)