



City of Lake Oswego, Oregon

Job Description

INVENTORY CONTROL SPECIALIST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 143

Job Code: 4035

Class Summary

Positions in this classification are responsible for reviewing purchase requests, conducting research to identify vendor resources, and evaluating price quotations for the Operations Department. In addition, this position is responsible for establishing and maintaining a computerized inventory control system.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Purchase, receive, store, inventory, and issue a variety of tools, parts, equipment, or other items used in a wide variety of construction, maintenance, operational, and office activities.
2. Maintain records of product lines, availability, price, purchase terms and vendor performance.
3. Contact vendors and request price quotations on open market purchases.
4. Review requisitions and specifications for clarity, thoroughness, and compliance with requirements.
5. Check quality and number of items received against invoices or waybills; prepare requisitions and orders or assist in ordering stock replacements; post information to stores records and perpetual inventories; make recapitulations and other reports on materials.
6. Issue items from stock supply in accordance with prescribed methods; assemble and fill order by requisition; occasionally pick up and deliver materials; operate delivery vehicle; unload and arrange supplies on shelves, bins, or other receptacles; stack materials; operate fork lift truck.
7. Take physical count of materials for inventory purposes; clean and disinfect supplies; sweep and clean storage area; scrape and otherwise clean salvaged goods for storage and reissue; make minor repairs to tools and equipment.
8. Provide general assistance to Motor Pool Superintendent; Parks Maintenance Superintendent, and Utility Superintendents in defining and meeting their needs.
9. Maintain a fixed asset inventory on all City owned equipment.
10. Maintain a computerized record of maintenance on equipment that operates mechanically.
11. Use computerized systems to track and control a wide variety of tools, parts, equipment, and fuel.
12. Assist in maintaining computerized information maintenance software using a relational database.
13. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Efficient management of a storeroom or warehouse.
- Regulations and laws relating to purchasing.
- Personal computers and related software applications.

Skills and Abilities to:

- Keep accurate records.
- Follow written and oral instruction.
- Develop and maintain effective working relationships with other employees, contractors, development owners and members of the general public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and two years of related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Positions in this classification require the ability to possess and maintain a valid commercial driver's license (CDL) within six months of appointment and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.