



INVENTORY ASSISTANT

AGENCY/DEPARTMENT:
Public Works/Equipment Services

Approved By HR Director: *Linda Matthews*
Date Approved: *1/13/05*
Date of Last Revision: 07/23/2003

Reports to: Equipment Fleet Manager
Supervises: N/A
Conflict of Interest Code Filer: No

JOB SUMMARY: Under close supervision, performs a variety of equipment and parts procurement duties; participates in inventories; prepares stock orders and fulfills requests; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists Parts Specialist with parts procurement and arranges and obtains equipment, parts and supplies from vendors as ordered and verifies and stocks items in accordance with inventory register and as directed.
2. Provides counter customer service to department staff and assists mechanics and service technicians with acquiring the necessary parts and tools as requested.
3. Updates and enters data into computer terminal regarding stock orders, equipment, parts and supplies requests, and related information, maintains records and files accurately and appropriately.
4. Performs and participates in physical inventories of equipment, parts and supplies, orders stock on a daily basis and prepares and places bi-weekly hardware orders.
5. Performs pickup and delivery services of City vehicles and equipment needing to be repaired and serviced at the City yard or authorized dealerships.
6. Receives and responds to inquiries, questions and complaints regarding equipment and parts, orders and assists in researching possible problems to provide staff with appropriate information and alternative recommendations.
7. Reviews and verifies equipment, parts and supplies invoices; compares, verifies and ensures parts and repair orders have been dispensed accurately.
8. Prepares, reviews and distributes reports to supervisor, including monthly report on propane consuming vehicles, parts inventory lists and related information and documentation.
9. Maintains, duplicates and files daily invoices, part requests and repair orders, and informs supervisor of discrepancies or makes recommendations as necessary.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years of vehicle, equipment and parts procurement. Completion of vocational training programs in a related area may substitute for experience on a year for year basis.

KNOWLEDGE OF:

- Equipment, parts and tools used in the maintenance trade.
- Inventory and automated database practices; principles, techniques and methods of recordkeeping, documentation maintenance, and filing.
- Basic math principles and communication techniques.

- Modern office equipment procedures and practices.

ABILITY TO:

- Read and comprehend parts manuals, and equipment and automotive trade journals, catalogues and repair manuals.
- Operate a motor vehicle, forklift and heavy equipment.
- Operate telecommunications equipment.
- Operate computer keyboard, cash register, calculator and standard office equipment.
- Operate a computer terminal to enter data and utilize word processing, spreadsheet, and related applications.
- Perform basic arithmetical computations and input data with accuracy.
- Prepare forms and reports accurately and compile information in a timely manner.
- Schedule, organize, and complete work in accordance with deadlines.
- Correctly record and verify transactions.
- Identify errors or discrepancies in documentation.
- Compare and match related documents.
- Understand and follow written and verbal instructions.
- File and retrieve documents alphabetically, numerically, and chronologically.
- Communicate effectively and work cooperatively with customers, the general public, vendors, co-workers, departmental representatives, supervisors and management.

LICENSES:

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant: No

Job Family: Equipment Svcs - Maintenance Support

Career Progression: