

TITLE **Inventory Specialist**

CATEGORY Quality Control

DESCRIPTION

PORTAGE COUNTY

Water Resources

TITLE: Inventory Specialist

JOB OBJECTIVES: Under the supervision of the CMMS & Facilities Supervisor, incumbent is responsible for establishing and maintaining procurement, inventory, ordering and supplying necessary items while maintaining accurate records of all procurements.

ESSENTIAL JOB FUNCTIONS:

- Maintains consistent stock of inventory, ordering stock up to pre-authorized limit as inventory levels dwindle.
- Enter received items into Portage County Water Resources Inventory System, the Computer Maintenance Management System (CMMS), with high accuracy.
- Maintain and manage all inventory, parts, or products including new items.
- Distribute and record inventory items requested by Portage County Water Resources employees.
- Receive deliveries, ensure their accuracy, store items in appropriate inventory locations, and coordinate delivery of non-inventory items to the correct person or department.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Provides inventory reports to the CMMS & Facilities Supervisor.
- Develops and maintains inventory system; facilitates upgrades to related database and/or software under the direction of the CMMS & Facilities Supervisor.
- Ensure proper labeling, bar coding and internal shipping.
- Use our CMMS system to communicate inventory information with other departments.
- Perform periodic physical inventory audit and report discrepancies between physical counts and computer records.
- Operate a motor vehicle as needed to perform the essential functions.
- Operate a forklift and pallet jack when necessary.
- Performs related duties as required.
- Demonstrate regular and predictable attendance.

NON-ESSENTIAL JOB FUNCTIONS:

Performs other job-related functions as assigned.

I. JOB REQUIREMENTS

Equipment: Ability to use the following equipment: calculator, scanner, label maker, bar code readers, fork lift, pallet jack and small hand tools.

Critical Skills/Expertise:

- Knowledge of Department goals, objectives, and functions.
- Knowledge of asset analysis principles and practices.
- Ability to establish and maintain inventory for facilities, equipment, and associated maintenance supplies by use of computer data tracking software able to predict response to future needs in a timely notification method.
- Ability to interpret or seek out available resources to obtain accurate information on asset analysis and testing procedures.
- Ability to communicate effectively, both orally and in writing.
- Develop written maintenance procedure master format and review draft maintenance procedures not written directly by incumbent.
- Develop and maintain good working relationships with co-workers and outside vendors.
- Ability to prepare reports and make appropriate recommendations.
- Proficient keyboarding skills.
- Organized and able to work with minimum supervision.
- Ability to use, edit and maintain various multi relational databases, word, excel and other software applications.

Job Standards: Business Management or related field college degree preferred. A minimum of (3) three years' experience in using multi-relational databases for the purpose of asset tracking and procurement operations. Must possess a valid Ohio Driver's License and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes and operations following established analytical procedures.

III. RESPONSIBILITY

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors at work may cause delays in work or losses in expenditures for materials and/or equipment or unjustified work time.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, and the public. The purpose of these contacts is for explanation or interpretation of asset analysis procedures and resulting reports.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs heavy work which may require lifting to fifty (50) pounds occasionally. Ability to operate a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: fingering, talking, hearing, standing, climbing, walking, balancing, stooping, reaching, lifting, carrying, driving, and pushing pulling.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside with considerable exposure to outside weather conditions.

**POSITION
REQUIREMENTS**

**FULL-
TIME/PART-
TIME** Full-Time

SHIFT Days

**UNION OR
NON-UNION** Union

**CLASSIFIED
OR
UNCLASSIFIED** Classified

**WORKING
HOURS** Day Shift

SALARY \$21.61

POSITION Inventory Specialist

**CLOSE
DATE**

**POST
INTERNAL
DAYS** 0

**NUMBER OF
OPENINGS** 1

**EXEMPT/NO
N-EXEMPT** Non-Exempt

**REQ
NUMBER** QUA-24-00002

OPEN DATE 5/3/2024

LOCATION Portage County Water Resources Department

**EOE
STATEMENT** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

[HTTPS://WWW.APPONE.COM/MAININFOREQ.ASP?R_ID=6231580&B_ID=83&FID=1&ADID=0&SBGColor=17143A&SEARCHSCREENID=21943&COUNTRYID=3&LANGUAGEID=2](https://www.appone.com/maininfoREQ.asp?R_ID=6231580&B_ID=83&FID=1&ADID=0&SBGColor=17143A&SEARCHSCREENID=21943&COUNTRYID=3&LANGUAGEID=2)