

INVENTORY CONTROL CLERK

GRADE 23

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical and technical work in writing work orders and procuring parts for the repair and servicing of HVAC, plumbing, electrical, communications and related equipment and other building maintenance trades; does related work as required. Work is performed under regular supervision. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing service repair orders; securing prices and parts; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Orders and receives parts from vendors; loads and uploads deliveries and returns; issues parts to staff.
- Monitors inventory levels of parts, equipment, supplies or other materials; ensures adequate inventory levels to conduct work activities; initiates request for new/replacement parts/materials.
- Reviews contracts and bid procedures.
- Prepares or completes various forms, reports, correspondence, work orders, maintenance records or other documents.
- Greets customers and vendors.
- Operates a computer to enter, retrieve, review or modify data; receive and issue material; verifies accuracy of data; makes corrections; utilizes work orders, databases or other software programs.
- Maintains inventory program; update received and issued materials.
- Trains in-house staff on proper fork lift operation.
- Reviews and signs weekly purchase orders; writes specifications for parts contracts.
- Maintains ,updates and catalogs material safety data sheets for materials received.
- Maintains warehouse area; coordinates storage of supplies; restocks incoming orders of materials.
- Coordinates and interacts with procurement and accounts payable staff; maintains yearly purchase orders; issues purchase order numbers upon request.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the repair and maintenance of buildings; general knowledge of the availability and procurement of building maintenance and specialized equipment parts and supplies; general knowledge of inventory and related accounting procedures; general knowledge of business mathematics; general knowledge of standard office procedures; ability to operate standard office equipment and personal computer; ability to operate a fork lift; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school with considerable experience in parts procurement and warehouse operations.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Requires certification in fork lift operation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.