

Nature of Work

This is skilled technical and inventory control work performed in a storage warehouse for Rockwood Water, Sewer & Gas. Activities associated with the job include ordering and issuing parts and supplies, maintaining the computer database utilized for inventory control, preparing requisitions and purchase orders and stocking shelves with parts and other supplies. Additional activities include ensuring the accurate receipt of parts and supplies, acquiring special parts and/or supplies when necessary and maintaining the warehouse in an orderly manner. Job duties require considerable knowledge and experience in public utilities operations and maintenance, thorough knowledge of acceptable inventory control and purchasing practices and methods, sufficient strength and agility to perform the physically demanding aspects of the job and strong interpersonal, organizational and decision-making skills. Job performance is evaluated by the Wastewater Superintendent/Inventory Manager through review of knowledge and expertise in public utilities operations and related activities, level of support provided for operational departments, accuracy and thoroughness of inventory reports and purchasing activities, ability to complete job assignments in a thorough and timely manner and organizational, interpersonal and decision-making skills.

Illustrative Examples of Work

- Oversees all aspects of ordering parts and supplies for the utility and ensures the accurate receipt and disbursement of all parts, supplies, fuel, etc.
- Orders, receives and distributes all parts and supplies for the Operations Maintenance Department.
- Orders materials and maintains the inventory stock area in a clean and organized manner.
- Checks work orders for required parts, checks inventories and orders part and supplies as necessary.
- Verifies billing from vendors, ensures the accuracy of all information and forwards invoices for payment.
- Maintains the determined in-stock items.
- Maintains all storage and inventory areas in orderly, easy to find manner.
- Immediately stock new materials and input into computer.
- Monitor the materials as they are utilized or returned by employees in order to keep the inventory accurate.
- Perform quarterly counts to compare with computer inventory to make any adjustments or corrections.
- Ensures that an adequate supply of parts, supplies and materials are on hand for routine and emergency operations and distributes to field personnel as necessary.
- Maintains inventories and other items in stock.
- Assists with preparing bid specifications for large purchases, equipment and vehicles.
- Performs data entry activities to ensure an accurate accounting of all parts and materials.
- Prepares a variety of routine and special reports, lists, schedules and inventories.
- Maintains lists of firms in the area who provide specialized parts and equipment.

- Assists the Water Treatment Plant and Wastewater Treatment Plant personnel if requested with procuring materials, supplies and equipment in accordance with approved Purchasing Policy rules and regulations.
- Meets with vendors to review new products, equipment, materials, etc.
- Schedules materials, supplies and equipment deliveries and pick-ups.
- Schedules with Operations Maintenance Department supervisors to check assigned materials, supplies and equipment assigned to crew trucks on a quarterly basis.
- Cross trained with Facility Maintenance Technician to provide back up during absences.
- Maintain all safety and first aid equipment and materials.
- This is an on-site position.
- Maintain skills for utility technician functions.
- Will be scheduled for on-call and is subject to call-in.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED supplemented with additional training and experience in public utility operations and maintenance; a minimum of five years' experience in utility maintenance or construction; considerable experience in purchasing and inventory control activities; ability to organize and maintain large stocks of parts, materials and supplies in an organized and accessible manner; sufficient physical strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; strong organizational, interpersonal and decision making skills; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of inventory control methods and practices utilized for public utility operations and maintenance activities.
- Thorough knowledge of computerized applications and databases utilized for purchasing and inventory control activities.
- Considerable knowledge of the approved Purchasing and Procurement policies and practices for Rockwood Water, Sewer & Gas.
- Ability to maintain an adequate supply of parts, supplies and materials in an organized and accessible manner.
- Ability to establish and maintain effective inventory control methods and practices and ensure the accuracy of all receipt and disbursement activities.
- Ability to read and interpret manuals and schematics utilized for public utility operations.
- Ability to follow instructions and communicate effectively with vendors, the public and co-workers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to utilize computer terminals and software applications used for inventory control and purchasing activities including Microsoft Word, EXCEL software and Elements.

-Skill in the use of power tools, hand tools, and other equipment and machinery utilized in warehouse operations.

Necessary Special Requirements

- Possession of valid Tennessee Commercial Drivers license and the ability to be insured at standard vehicle liability rates.
- Current certification as a Fork Lift operator.

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, crawling, 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, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

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