CITY OF TUALATIN
Classification Description

Job Title: Warehouse Inventory Control Technician
Department: Operations
Reports To: Maintenance Services Supervisor
FLSA Status: Non-Exempt

SUMMARY: Requisitions, receives and maintains inventory of various parts and supplies for divisions within the City of Tualatin. Maintains automated records on inventory and supplies and the City record archive system. Maintains and updates products and related records to the Hazardous Material Information System. Provides training on HMIS, PPE, and other safety related topics.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains inventory of parts and supplies used in Operations and other City departments. Re-orders parts and supplies as necessary, maintains current parts list, catalogs, price lists, etc. Obtains prices and supplies information between vendors and divisions to coordinate purchasing of parts as necessary to assure efficient utilization of resources. May will call items purchased.

Maintains records of parts and supplies including surplus inventory. Conducts annual and spot physical inventories to verify records and to determine re-order requirements. Identifies and prepares financial reports on cost for divisions on usages.

Maintains and records system of book-in/book-out of hand tools, small equipment and shared equipment.

Stays knowledgeable on personal protective equipment needed for divisions. Provides training on MSDS and PPE to others. Generates annual State Fire Marshal's hazardous materials report and DEQ report.

Responsible for maintaining Hazardous Materials Identification System, including coordinating the process of distribution of Material Safety Data Sheets, the proper labeling and storage of products, and maintaining/updating records as needed.

Maintains a clean, safe, work place for warehousing and distribution of parts and supplies according to storage codes for various materials.

Maintains storage sites and manages database for all archived City records.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.
SUPERVISION: Works under direction of the Maintenance Services Supervisor. Coordinates safety training with the Human Resources Director. Supervision of other employees is not generally a responsibility of this position. Directs work activities of employees using warehouse facilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.

Customer Service - Responds promptly to customer needs and to requests for service and assistance.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). A minimum of two years experience in inventory control or warehousing procedures, with the ability to keep automated records of inventory, including the requisitioning, receiving, and distribution of products.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

Computer Skills: To perform this job successfully, an individual should have knowledge of data base management, word processing, and spreadsheets. Knowledge of bookkeeping principles and inventory control systems, including purchasing, stocking, receiving, and general warehousing of materials used throughout the City.

Certificates, Licenses, Registrations: Possession of, or the ability to secure within six months, a valid Oregon driver's license, and First Aid and CPR certification.
**Other Skills and Abilities:** Ability to operate a wide variety of small tools and equipment, including forklift. Ability to read MSDS sheets and the HMIS coding system for hazardous materials; to be familiar with and understand safety codes for handling and storing various products; and to safely handle chemicals, fertilizers, and pesticides. Ability to make training presentations.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.