



## **CLASSIFICATION DESCRIPTION**

**TITLE: PUBLIC WORKS INVENTORY SPECIALIST**

**JOB CODE: 10 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to perform a wide range of highly responsible inventory, purchasing and receiving tasks. Employee in this classification functions in a senior capacity is responsible for maintaining vendor relationships for the continuous supply of quality products and services.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administer inventory activities; plans the procurement, delivery and distribution for the continuous supply of high quality products; coordinates pricing, orders, receives, stocks and distributes parts and supplies to include but not limited to consumables and PPE. Routinely coordinates with each Division to ensure supplies are available for daily work and new projects.
- Monitors inventory levels to project departmental demands and ensure product availability from vendors.
- Tracks Departmental Training and Certification goals.
- Maintains records and reports, weekly and monthly product updates, and product inventory journals and databases, including updating MSDS documents.
- Assist in preparing, evaluates and revises various contracts for services and goods; receives and prepares special shipments, UPS and Freight shipments; notifies specific departments of delivery.
- Performs Shipping and Receiving functions
- Develops and maintains vendor relationships for the continuous supply of quality products.
- Performs various clerical duties, e.g., creates and prepares memos, letters and reports; performs data entry and file and records maintenance.

- Performs quarterly inventory counts on small equipment
- Reviews invoices and information for product procurement.
- Maintains Inventory Room, Inventory Storage Facility and back yard inventory area
- Routinely inspects the buildings and yard fencing for any problems or deterioration and reports information to Supervisors.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by additional coursework or training in inventory or accounting systems and four (4) years responsible experience in purchasing and receiving, and demonstrated organizational skills; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
Must possess training certificate for forklift operations

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate a computer utilizing software which includes, but is not limited to, spreadsheets, word processing programs and database management systems.
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- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently including working with fractions, multipliers and percentages.
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- Ability to understand and follow verbal and written instructions; ability to clearly communicate information both verbally and in writing.
- Knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Skill in routine to complex administrative/clerical functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to compose routine correspondence, summaries and reports in a clear and concise manner.
- Ability to operate forklift and other inventory and storage tools.
- Skill in reading and interpreting documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.

- Ability to establish and maintain effective working relationships and communications with other employees, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to update and maintain various records and reports, e.g., work order logs, inventory of materials, utility data bases.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, vehicular traffic, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.