

CODE: 4180

GRADE: 9

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

JOB TITLE: INVENTORY CONTROL TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs moderate to complex clerical and inventory duties in the Public Works Department. Work involves performing administrative duties including keeping records, purchasing supplies, etc.; purchasing supplies, materials, and equipment of desired quality at set prices for County warehouse stock; and performing necessary repairs of tools and equipment for warehouse inventory. Employee must exercise tact and courtesy in frequent contact with vendors and the general public. Reports to the Office Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains inventory record of warehouse inventory, inventory issued to County employees, chainsaw and other equipment, inventory of padlock and vehicles' keys, etc.

Maintains records and service of fire extinguishers.

Performs fire building inspection record of Public Works Department,

Performs repair on various tools and equipment.

Retrieves and deliver supplies of equipment to employees.

Orders and purchases supplies for warehouse stock.

Performs truck inspection of vehicles.

Performs janitorial duties needed for warehouse.

Maintains records of inventory issued to other departments.

Helps stock and order necessary chemicals.

Provides assistance to the sign shop employee, Office Manager, Assistant Director, and Director.

Provides assistance in fieldwork when needed.

Moves the files, boxes, and other equipment.

Stocks the motor grader blades, grass seed, etc.

INVENTORY CONTROL TECHNICIAN

Receives and/or reviews various records and reports including vendor billing invoices, yearly tool bid supply order, employee tool and sign out sheets, tool and equipment issue forms, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including monthly adjusting entry form, tool and equipment issue forms, Detail Officer truck inspection, employee key and padlock forms, fire extinguisher sign out forms, chainsaw and equipment form, chemical usage form, sign shop inventory form, and various other records, reports, memos, correspondence, etc.

Refers to computer program manual, vendor supply manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates vehicles and a variety of equipment such as computer, printer, calculator, handcarts, drill press, forklift, chainsaw washer packer, etc.

Uses mechanic's hand tools, circular saws, computer and office supplies, and computer software such as Corel Quatro Pro, WordPerfect, etc.

Interacts and communicates with various groups and individuals including immediate supervisor, Public Works Director, Purchasing Department Manager, other department heads, sales representatives, County employees, inmates, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma one to two years of responsible experience in procurement, preferably for a government agency, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification such as Class C Driver's License, etc.; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 40 pounds of force on a recurring basis or routine keyboard operations. Must be physically able to operate a variety of machinery and equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INVENTORY CONTROL TECHNICIAN

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, financial documents, contracts, computer manuals, etc. Requires the ability to prepare contracts, purchase orders, various records and reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; and to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including budgeting, inventory management, contract administration, government procurement, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.