

CITY OF CHATTANOOGA

Classification Specification Title: Inventory Technician

Department: Public Works & Police

Pay Grade: GS.06

Supervision Received From: Director of Fleet Maintenance,

FLSA Status: Non-Exempt

Police Fleet & Facilities Manager

Established: 6/29/07

Supervisory Responsibility For: None

Revision Dates: 4/2/25;

12/6/24; 2/01/24; 10/20/23;

12/28/16

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a lead, performing the duties of the Inventory Clerk and coordinating activities related to the procurement of fuel, specialty parts and City leased vehicles. Maintains and trains other staff in the use of computerized inventory tracking systems or databases.

Duties may include completing work orders and requisitions and ensuring inventory is properly received and accounted for; assisting with the management of large purchasing contracts; creating surplus lists and handling identification and disposal of obsolete parts; balancing computer inventory records against invoices and data collected; programming, troubleshooting and monitoring fuel chip keys; applying for registration and receiving tags for City vehicles; scheduling warranty maintenance and delivering City vehicles to be repaired; readying vehicles for auction or sale and billing departments for work done. Work is performed with moderate supervision.

SERIES LEVEL:

The Inventory Technician is the second level of a three-level materials management series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

May be responsible for receiving revenue and coordinating the purchase and procurement of all departmental specific resources, equipment, materials services and supplies.

Duties include creating and processing work orders and other documents for requisition and payment of items, equipment and parts; preparing documentation associated with the department's business office financial transactions' tracking purchases against budget; resolving shipping and invoice problems' initiating the bid process and preparing specifications; monitoring contract requirements and coordinating the repair of parts and equipment still covered under warranty.

May be responsible for special projects and assist with the training of other departmental staff.

Participates in the maintenance of large purchasing contracts.

Identifies, processes and disposes of obsolete parts, following established guidelines.

Processes a variety of paperwork including packing lists, invoices and other related records.

Enters and maintains computerized inventory management database files; prepares related reports from records.

May maintain fuel inventory data which includes reading pumps; preparing tank inventory reports; processing fuel invoices; entering data into applicable applications; polling transactions; correcting rejected transactions; balancing and printing variance data; entering fuel variances into applicable applications; forwarding balances to appropriate individuals and/or performing other related activities.

Procures inventory, facility and vehicle maintenance supplies.

Places orders with vendors; tracks orders; receives and verifies accuracy of vendor packing lists; restocks shelves with incoming inventory and contacts and resolves inconsistencies with vendors.

Maintains warehouse organization of applicable inventory items and facilitates changes to improve ease and efficiency of parts locating; receives and disburses inventory items; prepares for physical inventory and cycle counts.

Prepares vendor returns; ensures proper credits are applied by vendors.

Reviews and updates work orders, checking for accuracy of inventory parts required for the work to be completed.

Prepares purchase orders for payment; verifies product, prices and quantity for all inventory, supplies and other applicable items to ensure timely payment.

Monitors inventory on hand; prepares purchase order requisitions and checks materials for proper quantity and records and files information using computerized and manual inventory control systems.

Cleans warehouse and organizes inventory stock, tools, equipment, facility and office supplies.

Performs minor repairs on tools and equipment utilized to perform duties.

Responds to requests for information from internal staff, the general public, external entities and/or other applicable individuals regarding the assigned area of responsibility. Picks up and delivers a variety of items to various City locations, job sites and/or vendors.

Receives, accepts and unpacks incoming materials and supplies; checks delivery receipts against the purchase order and places incoming supplies and materials in assigned locations.

Maintains and updates City vehicle inventory records; may requisition and receive all City vehicles.

Initiates a variety of accounts payable and accounts receivable documents which includes initiating requisitions, warrant vouchers, partial pay vouchers and purchasing releases; receiving monies from external agencies and monitoring the crediting of funds into correct accounts; processing invoices and performing other related activities.

May program fuel chip keys for City vehicles; locks out fuel keys on City surplus car listings; monitoring fuel keys in database and performing related activities.

May order fuel for delivery to fuel stations, ensuring adequate inventory and supply at all times.

Responds to requests for information from employees regarding fuel chip key problems, emergency response fueling needs and/or other related issues.

Gathers information for applicable audits.

May ensure aesthetic appearance of fuel station sites. Monitors security cameras at fuel stations.

Participates in a variety of miscellaneous activities to ensure efficient and effective departmental operations which may include creating a variety of letters, forms and spreadsheets; maintaining employee records; setting up interviews; answering phones and transmitting messages and performing other related activities.

May process and monitor billings for fuel transactions and work orders; prepares related reports and disseminates to appropriate internal departments and/or external agencies.

Trains employees on the utilization of the automated fleet management system.

Participates in a variety of non-routine, specialized projects and research activities in support of division operations.

Serves as the liaison with other City Departments in the fulfillment of job duties.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Two (2) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant experience include materials management, bookkeeping, and accounts payable/receivable activities or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of automated inventory control management systems; inventory control practices and procedures; warehousing principles; procurement practices; general office principles and practices; modern office equipment; mathematical concepts and inventory and supply storage and maintenance practices.

Skill in prioritizing and assigning work; monitoring, maintaining and controlling inventory; maintaining databases; maintaining warehouse organization; operating modern office equipment; keyboarding; conducting material, supply and related inventory research; locating optimum prices on inventory; using a computer and related software applications and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

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