



Job Title: Inventory Control

Exemption Status/Test: Exempt

Reports to: Supervisor General Maintenance

Date Revised: May 21, 2016

Dept. /School: Maintenance

Primary Purpose:

This position is responsible for managing the inventory of all equipment, tools and items assigned to the Tool Room. Perform inventory on all Maintenance and Grounds vehicles, hand tools and power tools. All inventory is kept in an electronic data base.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license with good driving record

Experience:

Three (3) years' experience in inventory control, shipping and receiving

Special Knowledge/Skills:

General knowledge of inventory processes and procedures
Good written and oral communication and interpersonal skills
Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Responsible for tool inventory on all district maintenance vehicles, hand tools and power tools.
2. Maintain inventory of all equipment and tools assigned to the Tool Room.
3. Responsible for assigning equipment and tools to employees for usage, receives equipment or tool back and issues equipment or tool back into inventory.
4. Receives and assigns perishable items to workers, such as: drink mix and disposable hand wipes.
5. Responsible for inventory and storage of totes and four wheeled carts.
6. Receives all new tools and assigns them to a vehicle or employee.
7. Receives and distributes all material orders for all Maintenance crafts and Custodial. Obtaining signatures before distribution.
8. Receives repaired tools and equipment for holding and redistributes to assigned crafts.
9. Keeps all inventory logged on the computer.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.