

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parts & Inventory Control Clerk</u>
Sch.& Grade	<u>CTL-8</u>
Class Code	<u>FB25</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occup Group:	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

To implement and maintain a parts and inventory control and acquisition system and payment processing to support the operation and maintenance of industrial, vehicular and/or mechanical equipment and materials for assigned City facilities and operations.

SUPERVISION:

Under general supervision; directs the work of other parts staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Maintains inventory control and acquisitions industrial and complex equipment such as golf course irrigation pumping stations and wastewater treatment pumps and motors and associated chemicals and supplies.
2. Operates and maintains a Computerized Materials Management System (CMMS) which includes identification of parts and tools by class and stock number, location by issue point and bin and records the receipt and issuance of parts and tools.
3. Performs and documents shipping and receiving of parts, equipment and supplies.
4. Performs data entry and typing as required to maintain records and requisition inventory and supplies.
5. Records transactions involving back orders, return to stock, inventory adjustment and payments.
6. Prepares and maintains correspondence and records as required to facilitate repairs of equipment and provision of services by outside vendors.
7. Maintains records of equipment shop drawings and equipment catalog files.
8. Utilizes CMMS to keep records and reports of economic re-order points, stock status, activity analysis, usage analysis, purchase orders, and other special reports; analyzes information and makes recommendations to supervisor for changes as required.
9. Ensures that a complete and accurate requisition and billing system is followed.
10. Directs the work of others, overseeing work assignments, giving procedural advice, and completing work reports.
11. Collaborates with other city parts personnel as well as the City's central purchasing office regarding the purchasing of parts.
12. Allocates units, periodically assesses their condition, schedules preventive maintenance work and maintains current specifications for replacement units.

IMPORTANT FUNCTIONS:

1. Maintains a neat and orderly work area and storeroom.
2. Travels occasionally to off-site locations to pick up and deliver parts.
3. Attends workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

A thorough knowledge of equipment parts and inventory control systems; basic computer usage; modern business practices; basic business writing and mathematics.

Abilities

Effectively acquire and maintain parts inventory for assigned City facilities and operations; follow oral and written instructions; accurately complete accounts payable paperwork, keep inventory records, and prepare and maintain correspondence; utilize modern office equipment and software; work with minimal supervision; read and interpret equipment manuals, manufacturers guidelines, shop drawings and parts lists; communicate effectively both verbally and in writing; deal effectively and courteously verbally and in writing to establish a rapport with associates, other city departments, and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires 18 months of experience with parts and inventory control in the areas of industrial, vehicular, and/or mechanical equipment with responsibility for carrying out such administrative duties as requisitioning parts, equipment, and supplies.

Physical Requirements

Must be able to package, unpack, transfer, and move equipment and parts; bends, squats, kneels, and reaches both to ground level and overhead; twists and turns torso; pushes, pulls, lifts and carries up to 70 pounds; distinguishes primary colors for parts identification purposes; must have ability to operate computer keyboard and mouse.

Working Environment

Primarily indoors with some work assignments outdoors such as to match appropriate parts, complete inventory work, etc; subject to constant interruption of work by demands of outside influence; subject to a variety of chemical, toxic waste, and other safety hazards depending on department assignment; possible exposure to disease, strong odors, pesticides, fertilizers, solvents and pool chemicals depending on department assignment.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Subject to occasional overtime and emergency call-in. Some assignments require flexibility in scheduling.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 2935
Comments:	Updated Abilities	Date: March 26, 1979

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____