



City of Tempe

WATER INVENTORY SERVICES SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	082	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$18.403365
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$24.844712
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Inventory Services Specialist
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives general supervision from the Warehouse Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Additional training in inventory control and/or accounting is desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS
 Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Water and Wastewater purchasing and warehouse operations including the receipt, storage, distribution and inventory of equipment and supplies.

OTHER DUTIES AS ASSIGNED
 Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Order materials, supplies and clothing; prepare requisitions and purchase orders; code to proper accounts and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Act as vendor and customer liaison for all portions of orders, acquisitions, and general transactions.
- Receive stock and issue materials, supplies and clothing; verify incoming shipments for appropriate quantity and quality.
- Conduct monthly cycle counts to maintain the integrity of the warehouse database listing; ensure counts are accurate.
- Support field crews with delivery of appropriate complement of parts-sets during emergency situations, as necessary.
- Project and maintain inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead-time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Participate in the design and maintenance of the computer inventory system; maintain an automated supply ordering system; maintain accuracy of computerized inventory system.
- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Participate in budget administration; monitor and control budgetary expenditures.
- Ensure and conduct daily deliveries; complete in a timely manner.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc. (i.e. unload freight, move pallets and skids, etc.);
- Operate city vehicles (1-ton long bed truck and forklifts);
- Use tools (i.e. box cutters, tin snips, shovels, brooms, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Other physical labor essential to the classification (move boxes, crates and inventory, cleaning warehouse);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;

- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1990
Reviewed August 1995
Revised September 1997
Revised July 2005
Revised January 2017 (add physical/mental activities)
Revised March 2019 (PW reorg – move to Municipal Utilities Dept.)