



## **Inventory Technician**

### **Purchasing**

PUR/05

#### **JOB SUMMARY**

This position performs technical duties in support of the management of the agency parts, equipment and supply inventory.

#### **MAJOR DUTIES**

- Maintains inventory records.
- Orders parts and supplies as needed; prepares purchase requisitions.
- Issues parts and supplies to agency personnel.
- Researches vendor prices and availability.
- Inspects shipments to ensure proper item, quality and volume; matches deliveries with invoices.
- Prepares packages for shipping.
- Operates a forklift to load and unload equipment, supplies and materials.
- Answers telephone; provides information and assistance; refers to appropriate personnel; dispatches calls.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of inventory management principles and practices.
- Knowledge of agency purchasing policies.
- Knowledge of forklift operation principles.
- Knowledge of pipe and fitting sizes and functions.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.

- Skill in managing files and records.
- Skill in operation of a forklift.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Administrative Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the construction specifications book, and division and agency policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The variety of materials in the inventory contributes to the complexity of the position.
- The purpose of this position is to manage the agency parts, supply and material inventory. Successful performance contributes to the efficiency and effectiveness of agency operations.

#### CONTACTS

- Contacts are typically with co-workers, other agency personnel, vendors, delivery personnel, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office, stockroom or warehouse.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.