

## JOB DESCRIPTION

Job Title: Inventory Controller

Date: August 21, 2018

Department: WMS Storeroom

Employment Status: Full Time - Salaried/Non-Exempt

Regular Hours/Week: 40 hours

Shift: Days

Required Drivers License: Operators

General Statement of Duties: Under the direction of the T&D Supervisors, the Inventory Controller (IC) will have the responsibility for providing continuing auditing control of the Municipal Service Warehouse facility and inventory. The IC will perform a variety of subordinate clerical tasks relating to inventory analysis, purchasing, processing, and other inventory control functions relating to automated material management.

Supervision Received: The activities of this position will be administered by the T&D office in cooperation with the office of the General Manager so as to keep audit and user functions separate for purposes of audit checks and balances. The IC will be directed to coordinate certain tasks with the Transmission and Distribution Supervisor.

Supervision Exercised: Supervision may be exercised over other employees as assigned. In addition, the IC shall be required to organize their own work. (Examples - generating reports, tracking inventory usage and unit costs, etc.)

Essential Job Functions: The IC may be called upon to perform any or all of the following tasks: Prevent unauthorized inventory manipulation, including but not limited to theft. Control tools, supplies, and materials in accordance with generally accepted accounting procedures. Perform automated purchasing and inventory operations such as entering and editing on-line requisition data, generating purchase orders and blanket orders, processing receiving slips, file maintenance of computer records, and the electronic update of the resulting transactions for proper accounting and financial control through the mainframe automated Purchasing/Inventory continuing audit computer system. Develop and maintain assembly details and issue and process pick tickets from inventory. Receive, check and process incoming materials. Acquire vendor quotes, accounting information, and assist in formulating bid

**JOB DESCRIPTION:** Inventory Controller (continued)

specifications. Employ minimum-maximum and economic inventory order quantities using automated reordering systems. Track inventory usage and average unit costs. Establish and maintain inventory bin locations for efficient and orderly storage of materials and supplies. Prepare and maintain inventory records and work sheets. Process daily inventory material log sheets and conduct periodic physical inventory counts for internal and external audit purposes. Evaluate inventory investments (i.e. values, unit cost and total usage). Generate end of the month inventory and vendor exception reports. Direct Department Helpers or others assigned in performing required duties. In addition, the IC shall be able to react to new assignments positively and handle tasks as they arise.

**Required Knowledge Skills and Abilities:** The IC must: Have a High School Education along with HS algebra and have the ability to do mathematical calculations and keep accurate records. Have knowledge of the principles involving warehouse administration, warehouse processes and maximum warehouse production, elements of warehouse inventory control and database requirements, warehouse space layout factors and calculations; understand the philosophy and essential components of a material locator system and warehouse handling and storage equipment. Have a reasonable knowledge of accounting principles, computerized Informational Systems (BS&A preferred) and storeroom procedures. Have a working knowledge of budgetary expenditures, encumbrance appropriations, LIFO, FIFO, weighted averages, minimum-maximum ordering and ABC inventory analysis. Have the demonstrated ability to use personal computers and various office machines and equipment, including Microsoft Office products. Have the ability to communicate fluently and write effectively in English and possess the ability to comprehend and fully understand written and oral instructions. Have a reasonable knowledge of the materials relative to the Electric, Water and CATV utility industries. Have the ability to establish and maintain a satisfactory working relationship with the public and other employees.

**Minimum Qualifications:** To be considered as a possible candidate for this position, an employee must meet the requirements listed under the "Required Knowledge, Skills and Ability", "Safety Precautions" and "Physical Demands of Position" sections. In addition, the employee may be required to pass a mathematical examination. Promotability will be determined by skill, accuracy in the performance of duties, development and demonstrated proficiency.

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**Equipment Used:** The IC shall be required to use and properly operate a PC, associated printer and other computerized equipment including bar code scanners and other miscellaneous office equipment. When required, the IC shall use and wear safety equipment such as a hard hat, safety glasses, goggles, rubber gloves, etc. The IC may be required to use screwdrivers, wrenches, hammers, and levers as may be required to process materials. The IC will be required to use various material handling equipment and become certified to operate a fork lift truck.

**Safety Precautions:** The IC must be able to wear a respirator, become CPR and first aid certified, wear protective equipment, and be able to comply to all applicable MIOSHA/OSHA safety policies and procedures associated with the industry. The IC must have a firm understanding of safety principles and methods associated with material handling management.

**Physical Demands of the Position:** The IC must: Be able to work outdoors under varying weather conditions and in an indoor office/industrial environment, be mentally alert, have acute senses, be creative, have good math abilities, have good judgment, speaking ability, and initiative. Be able to meet heavy physical demands requiring 90 pounds lifting, 90 pounds carrying, and 90 pounds pulling. Be able to stand 30% of the time, walk 30% of the time and sit 40% of the time. Be able to perform the required climbing, working from elevations (off of ladders), stooping, kneeling, crouching, and reaching. Be able to speak, smell, hear, see (color vision required), and have dexterous hands.

APPROVED BY: \_\_\_\_\_  
General Manager