

## Job Description

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Job Title: Inventory Technician

Job Code: 906150

Job Family: Infrastructure

Pay Grade: JC.13.13

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide      Position Number(s): Multiple

Recommended Position Title(s): Inventory Technician

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### Essential Duties:

- Processes invoices; tracks invoices and matches billing and packing slips; matches and tracks purchasing card tickets and invoices; enters parts into inventory program; reconciles purchasing card purchases.
- Manages procurement; communicates with parts vendors regarding part numbers, pricing, orders, deliveries, warranties and/or returns; picks up parts; manages warranty procedures; verifies repair orders, identifies discrepancies, and make corrections.
- Controls inventory; maintains a neat and organized parts room; manages backordered parts that are due in but not received; audits parts and/or inventory and compare against existing vehicles and equipment to include inventory counts; works with Fleet staff and vendors to purchase parts associated with maintaining inventory levels.
- Processes internal and external work orders; enters and manages repair and parts used data in the fleet maintenance program; files repair orders.
- Tracks fuel data; coordinates pump readings; verifies the accuracy and identifies any discrepancies between the fuel and fleet management programs; works with site supervisors to record fuel delivery information and reconcile fuel inventory levels; records fuel information and maintains records for regulatory agencies.
- Completes paperwork, timesheets, and equipment logs using computerized system; enters data used for performance measures.

### Supervisory Responsibilities:

- Yes  No      This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

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### Minimum Job Requirements:

High school diploma or equivalent and one (1) year vehicle and equipment parts procurement or related experience are required. One (1) year of related experience may substitute for education. Must pass a thorough criminal history screening and **have a valid Class C (CDL) driver's license with an acceptable driving record.**

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

Working knowledge of an Automated Fleet Management program is preferred.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to fumes and/or chemicals and loud noises.

Lifting weight: 50lbs.

Weather essential: Department Essential

Uniform Required

Travel required: 50% local and 5% outside Johnson County

This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.