

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB311 Utilities Purchasing Inventory Tech
POSITION #/TITLE: 0185, 1298, 2371 Utilities Purchasing Inventory Technician	Adopted: 03-02 Revised: 01-08

POSITION DESCRIPTION

Dept/Division: Utilities/Water Pollution Control or Water	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 0799/NB210/WPC Specialist 0002/NB184/Water Distribution System Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: None
Personal Protective Equipment: Eye, Hand, Head, Foot, Hearing, Protective Clothing, Reflective Vest	

General Statement of Duties

Develops and manages inventory control actions and procedures for the procurement of supplies, equipment, materials, parts and services; maintains inventory in Computerized Maintenance Management System; prepares bid documents; performs storekeeping activities.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

Prepares Water or Water Pollution Control bid documents for a variety of goods and services in accordance with Purchasing Services rules and regulations;
 Assists internal customers with defining and describing bid specifications, statements of requirement, and statements of work;
 Tabulates, analyzes, and evaluates bid results, writes requests for purchase orders;
 Updates and maintains computerized maintenance management inventory and manual records and files;
 Generates reorder report and required requisitions;
 Loads, unloads and receives incoming and outgoing material and equipment;
 Dates, cost codes and verifies packing slips with material received;
 Distributes materials to proper locations;
 Charges out material taken from Pipe Yard to projects;
 Enters and updates all hydrant and valve installations and maintenance records;
 Provides specifications for quotes in accordance with current purchasing procedures;
 Generates reports for management review on an as needed basis;
 Manages spare parts inventory, orders equipment, parts and maintenance supplies to maintain stock level;
 Trends parts usage to keep inventory and order points current;
 Track slow orders and shipments: take corrective action to expedite late, incomplete or defective deliveries;
 Performs inventory control and cycle counting of inventory stock and usage;

Inspects parts and supplies for proper storage conditions and takes remedial action as necessary;
Develops and maintains spreadsheets for parts usage and for reports;
Maintains equipment specification records (historical);
Maintains storage area in a clean and orderly fashion;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of current technology involving maintenance stores, inventory control techniques, cycle counting, bar coding and inventory management formulas;
Knowledge of pumps, gearboxes, conveyors, valves, electrical and instrument shop parts and supplies;
Good knowledge of department terminology, procedures and equipment;
Skill in reading mechanical, blueprints, schematic diagrams and prints;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including maintenance systems within the Utilities Divisions, word processing, spreadsheet and database applications;
Ability to operate FAX machine, calculator, hand tools, forklift, end loader, pipe cutters and other material handling equipment;
Ability to properly use the following safety equipment: Personal protective equipment, gas detectors and SCBA.
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED, supplemented by coursework in accounting, business, and information systems, with an Associate's Degree in accounting, business or closely related preferred; and Considerable experience with warehousing, purchasing practices, inventory control, stock work or stores, with an emphasis on industrial plant equipment and supplies; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa driver's license upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files, to operate a computer, forklift and other material handling equipment;
Sufficient personal mobility, which permits the employee to access office files, and to move, store and retrieve plant inventory.