

**Classification Title: Inventory Control Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Purchases, maintains, records and controls distribution of the automotive parts and supplies for fleet operations. Manages the division of parts on a daily basis. Conducts inventory, prepares budgets and submits monthly billings.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Determines inventory needs and places orders for purchase. Arranges parts and supply deliveries. Receives and inspects delivered items. Enters information into databases. Submits billing statements and monitors pricing arrangements. Establishes relationships with vendors.
2	H	Maintains auto parts and supplies inventories. Controls inventory levels, maintains warranties, cores and defective items. Stocks shelves. Maintains catalogues. Compiles monthly and annual inventory counts and reports. Organizes demonstrations of new products.
3	H	Accepts parts and supplies requests from mechanics. Determines if parts are available and distributes. Orders parts or supplies by reviewing inventories and catalogues. Determines vendors and places orders.
4	S	Serves as back up in the absence of the Trades Supervisor to include overseeing mechanics and other personnel while scheduling repairs with customers and mechanics to provide quickest service possible.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	Three years of experience in office or warehouse management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Specialized licenses may be required.

CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Advanced
Writing	Basic
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Basic hand tools, forklift, wheel dollies, step stool, ladder, safety equipment, micrometer, calculator, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	X Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, safety face shield, safety gloves, steel-toed shoes, respirator, dust mask, hardhat, ear protection