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| <b>Position Code: 4660</b> | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Code: 3</b>         | <b>EEO Category: 6</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to requisition, stock, and issue materials, supplies, and parts. The class is responsible for inventory for assigned department. The class works according to some procedures; decides how and when to do things under general supervision.

**TYPICAL TASKS**

- Checks quantity and quality of inventory items received against invoices and reports discrepancies; unpacks and stores items; enters items into database.
- Initiates requisitions/purchase orders for replacement of standard stock items in accordance with established procedures; follows up on outstanding requisitions/purchase orders.
- Assembles, records, packages, and delivers stock items to user departments; issues stock and tools to individuals.
- Collects used parts/equipment; includes information on order form to support replacement or repair of same.
- Takes orders for special items not carried in stock.
- Drives truck to pick up parts/equipment from suppliers, return parts for credit, or match up parts; picks up office supplies as needed.
- Restocks shelves and routinely cleans inventory storage area.
- Records work orders, including date and time, for supervisor to order requested inventory items for particular jobs.
- Maintains blanket ledger account in access database; inputs receipt expenditure in blanket account ledger, and material receipt in stock database.
- Receives, checks, issues, and stores uniforms.
- Completes special projects such as building crates to ship parts/equipment back to vendors, building shelves, or moving supplies.
- Maintains clerical records and prepares routine reports.
- Assists with taking of periodic and special inventories; prepares periodic stock inventory list.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Copies, transcribes, enters, or posts data or information.  |
| <b>Interpersonal/People Involvement</b> | Serves others such as customers, attends to their requests and exchanges information with them.   |
| <b>Reasoning Requirements</b>           | Performs semi-skilled work involving set procedures but solves frequent problems.   |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.   |
| <b>Language Requirements</b>            | Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.   |
| <b>Mental Requirements</b>              | Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results. |

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| <b>Decisions/Supervisory Control</b> | Guides others making a few decisions, affecting the individual and a few coworkers. |
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.. |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of three months of full-time equivalent experience.              |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.  |

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*