

Position Code: 4670	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

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

TYPICAL TASKS

- Researches, creates, and writes specifications for repair parts or supplies for purchase orders; interacts with vendors to receive price quotes and place orders.
- Supervises assigned personnel, including training, assigning and evaluating work, counseling, and disciplining.
- Checks quantity and quality of inventory items received against invoices and reports discrepancies; unpacks and stores items; enters into database.
- Initiates requisitions/purchase orders for replacement of standard stock items in accordance with established procedures; follows up on outstanding requisitions/purchase orders.
- 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.
- Resolves problems/complaints from City personnel regarding materials, parts, or supplies.
- Restocks shelves and cleans storeroom as required.
- Receives, checks, issues, and stores uniforms.
- Types vendor invoices for payment; provides departments with monthly billing for supplies, materials, and/or equipment.
- Assists office staff as needed.
- Maintains clerical records and prepares routine reports.
- Takes periodic and special inventories; prepares periodic stock inventory list.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	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.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of full-time equivalent experience.
Special Certifications and Licenses	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.