

INVENTORY ASSISTANT

Recruitment #1509-0271DC-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 11/3/2015

Filing Deadline 11/23/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

This position will be filled at the level of Inventory Assistant I (PG 6GN) or Inventory Assistant II (PG 6HN), depending upon the qualifications of the candidate and the needs of the Department of Public Works.

PURPOSE

The Inventory Assistant position is responsible for receiving and disbursing materials, supplies and equipment, in other words, keeping the crews functioning with the equipment and materials they need in order to provide essential services to the City of Milwaukee residents, visitors and businesses.

ESSENTIAL FUNCTIONS

- Enter data into computer terminals to produce requisitions, disbursements or material receipts for all types of electrical construction, traffic control, street and sewer maintenance, Water Department inventory and general supplies. Check all documents for accuracy. Assist field and shop personnel in proper completion of disbursements and fill in of proper commodity codes.
- Post requisitions and receipts to files and filing systems. Log many types of billings, general typing, filing, and computer terminal operation as required. File inventory related documents.
- Assist in the physical receipt, disbursement, and storage of materials and supplies. Check materials against packing slips and purchase orders, and arrange for acceptance or rejection. Ensure materials are stored and secured properly. Code all materials and items that require code numbers. Monitor all stock/non-stock material levels. Inform proper personnel of reorder levels, for reorder action.
- Assist in the unloading of new materials from trucks, transport materials within stockrooms and storage yards or between storage areas and/or various fabrication shops, and perform any other manual labor as required.
- Pack materials for shipment and/or return to vendors.
- Conduct physical inventory counts on a daily, yearly or periodic basis as established, report variances to supervisor for investigation and action.
- Deliver materials to construction sites. Make emergency pickups from vendors and mail runs between stores and various division offices and facilities.
- Perform general stores housekeeping functions, keeping all bins/shelves well stocked and orderly. Organize, adjust, maintain and clean shelving and other inventory areas.
- Operate vehicles and equipment such as forklift, hand tools, mobile crane, overhead crane, pallet jacks etc.
- Verify accuracy of daily inventory transactions with material requisition and disbursement computer reports. Make adjusting entries accordingly to correct discrepancies.

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Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

Inventory Assistant I

1. One year of storekeeping experience (*i.e., receiving, checking, storing, disbursing, etc.*) related to the essential functions of this position.

Inventory Assistant II

1. Two years of storekeeping experience (*i.e., receiving, checking, storing, disbursing, etc.*) related to the essential functions of this position.

For Both Inventory Assistant I and II

2. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of storekeeping, warehousing and inventory procedures.
- Data entry and computer skills to use the computer to enter data from customer requests.
- Oral communication skills to effectively communicate with diverse individuals over the phone or in person.
- Interpersonal skills to work effectively with diverse individuals.
- Customer service skills to effectively meet the needs of customers inside and outside the organization.
- Organizational skills to efficiently complete work tasks.
- Problem solving skills to find solutions to unique situations that occur (e.g. form not filled out correctly or missing information).
- Ability to complete forms accurately and completely.
- Ability to read and interpret policies and procedures.
- Ability to read and interpret forms.
- Ability to follow oral and written instructions.
- Ability to work outside in extreme weather conditions.
- Ability to lift and carry up to 50 pounds of equipment/material alone and more with assistance.
- Ability to distinguish between letters and numbers to accurately document and identify commodities.
- Ability to multitask to accomplish work to meet the needs of internal and external customers.
- Ability to stand for long periods of time up to 8 hours per day.
- Attention to detail to ensure accurate distribution of materials.

CURRENT SALARY

Inventory Assistant I

The current starting salary (6GN) is \$33,976 annually for City of Milwaukee residents. The non-resident starting salary is \$33,142 annually.

Inventory Assistant II

The current starting salary (6HN) is \$37,456 annually for City of Milwaukee residents. The non-resident starting salary is \$36,538 annually.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment

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methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **November 23, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- A top rated Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays Paid
- Sick Leave and other paid leaves