



PLEASE POST

CITY OF MILWAUKEE
Department of Employee Relations
City Hall, Room 706

Transfer/Promotional Opportunity for
INVENTORY ASSISTANT II
Department of Public Works

PURPOSE:

The Inventory Assistant II position is responsible for receiving and disbursing materials, supplies and equipment. Duties include physical work and operation of material handling equipment (including forklift and skid loader) as well as paper and computer data entry transactions.

ESSENTIAL FUNCTIONS:

- ◆ Write and/or 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 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. Take care to 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.
- ◆ Make simple assemblies such as transformer sleeves, splices, cable racks, dead end yokes, etc. Wash, replace broken glass, and reassemble refractors and luminaries. Wash and care for safety equipment as required. Disassemble electrical construction materials.
- ◆ Assist field and shop personnel in proper completion of disbursement/credit sheets and fill in of proper commodity codes.
- ◆ Conduct physical inventory counts on a daily, yearly or periodic basis as established, report variances to Inventory Assistant III or Inventory Assistant IV for investigation and action.
- ◆ Pack materials for shipment and/or return to vendors.
- ◆ Post requisitions and receipts to files and filing systems. Log many types of billings, general typing, filing, and computer terminal operation as required.
- ◆ 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.
- ◆ Operate Vehicles and equipment such as hand tools, forklift, mobile crane, overhead crane, pallet jacks etc.
- ◆ File inventory related documents.
- ◆ Organize, adjust, maintain and clean shelving and other inventory areas.
- ◆ Verify accuracy of daily inventory transactions with material requisition and disbursement computer reports. Make adjusting entries accordingly to correct discrepancies.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Inventory Assistant II (DPW)

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. **Two years** of storeskeeping experience (i.e., receiving, checking, storing, disbursing, etc.) related to the essential functions of this position. *Note:* Applicants with less than two years of stores keeping experience may apply. However, any appointment would be on an underfill basis to the Inventory Assistant I level (PR 6GN – \$33,976 annually) until the minimum two year experience requirement is met.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Basic data entry skills.
- ◆ Ability to be accurate in working with stock numbers, item counts and other details.
- ◆ Ability to complete basic job-related mathematics.
- ◆ Ability to communicate effectively with a variety of diverse people, both orally and in writing.
- ◆ Ability to work cooperatively with others as a part of a team.
- ◆ Ability to be productive while working alone.
- ◆ Ability to effectively plan and schedule work to meet deadlines.
- ◆ Ability to lift and carry up to 50 pounds of equipment/material alone and more with assistance.

SALARY:

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

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- *NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling (414)286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: Jeff Harvey, Human Resources Representative, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202 by **October 3, 2014**. Receipt of applications may be discontinued any time after that date.