

INVENTORY ASSISTANT IV

Recruitment #1504-0273DC-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 5/1/2015 12:00:00 PM

Filing Deadline 5/22/2015 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

PURPOSE

The Inventory Assistant IV serves as lead worker directing the work duties of Inventory Assistant II's, City Laborers and light duty personnel assigned to stores operation's area. They are responsible for monitoring & maintaining stores stocking levels, and arranging the procurement of new or replacement materials & services. Inventory Assistant IV's are also responsible for prompt disbursement, receipt and storage of materials, and the accurate and prompt processing of associated paperwork and computer transactions. They assist with inventory cycle counts and ensure the accuracy of these counts and arrange for corrective actions as required. They prepare and process paperwork to order and disburse materials, process payments of invoices and process Purchase Orders.

ESSENTIAL FUNCTIONS

- Procure materials, equipment and supplies using all purchasing methods available, including requisition, commodity service release, service order, ProCard or any other tools available.
- Process requisitions for stock and non-stock material, CSR's, service orders or ProCard purchases.
- Post or keep logs as needed and check all paperwork for accuracy.
- Review documents for accuracy before entry into PeopleSoft as required.
- Verify tabulation reports for daily transactions and arrange for corrective action of errors when found.
- Produce and post requisitions and receipts as required to order stock and non-stock material.
- Maintain adequate levels of inventory at all warehouses.
- Authorize payments of invoices for purchase orders, service orders and other types of purchases. Match invoices with delivery tickets and ensure accuracy of job numbers. Check all paperwork for accuracy.
- Maintain and process purchase orders. Create releases and receive material into stock.
- Monitor contract orders for expiration dates and expenditures. Coordinate and conduct daily inventory counts and cycle counts. Ensure accuracy of master/physical inventory counts and arranges for corrective action as required.
- Coordinate and conduct daily inventory counts. Confirm and look for cause and effect of inventory variances and arrange for corrective action as required.
- Supervise and assist in the physical receipt, disbursement and storage of materials and supplies. Check materials against packing slips and purchase orders and arrange for its acceptance or rejection. Take care to ensure that materials are stored and secured properly. Code all items that require coding.
- Supervise and assist in the unloading of new materials from trucks (using the forklift or skid loader as needed), transports material within or to stockrooms, storage areas or fabrication shops as needed.
- Perform manual labor as needed; indoors or outdoors. Arrange for shipments and return of materials if needed.

Inventory Assistant IV (DPW-Infrastructure, St/Bridges)

- Assist Inventory Services Manager and Inventory Manager in maintenance of stockrooms, yards and storage area buildings. Supervise and assist in maintenance and cleaning of the inventory stores area.
- Act as lead worker to direct the work of Inventory Assistant II's, temporary transitional duty personnel, and other personnel assigned to the Inventory Area. Assess daily workload priorities and direct personnel to meet those priorities.
- Receive phone orders from crew chiefs for materials and supplies and arranges for delivery to job site when needed. Maintain records for in-house fabrications and repairs.

CONDITIONS OF EMPLOYMENT

- Must be available for emergency assignments, which may occur outside of normal working hours.

MINIMUM REQUIREMENTS

1. Current status a regularly appointed City of Milwaukee employee having passed probation for the current position at time of appointment.
2. Minimum of five years of significant storeskeeping experience.
 - **Note:** *Equivalent combinations of education and experience may also be considered.*
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of inventory control and purchasing procedures.
- Knowledge of general construction materials and methods.
- Knowledge of bar coding technology.
- Skill in effectively communicating with coworkers and managers.
- Ability to direct and perform storekeeping activities and maintain inventory control.
- Ability to act in a diplomatic manner when interacting with the general public, City crews, vendors and contractors.
- Ability to read and interpret blueprints.
- Ability to lift and carry up to 50 pounds of equipment or materials and more weight with assistance.

CURRENT SALARY

SALARY (PG 6JN): The current starting salary for City of Milwaukee residents is \$39,566 annually. The non-resident starting salary is \$38,595 annually.

SELECTION PROCESS

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.*