

INVENTORY ASSISTANT I/INVENTORY ASSISTANT II

Recruitment #1705-0271DC-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	5/18/2017 12:00:00 PM
Filing Deadline	6/8/2017 11:59:00 PM
HR Analyst	Lindsey O'Connor

INTRODUCTION

What Milwaukee can offer YOU

Introduction

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Inventory Assistant position is responsible for receiving and disbursing materials, supplies and equipment to Department of Public Works employees and contractors, which keeps 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.

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. Successful candidates will be placed on the eligible list for which they meet the minimum requirements.

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 assignment of proper commodity codes.
- Post requisitions and receipts to files and filing systems. Log many types of billings, and perform general typing, and filing. 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 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.

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.

CONDITIONS OF EMPLOYMENT

- 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 stand for long periods of time up to 8 hours per day.

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 & 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 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.
- Attention to detail to ensure accurate receipt, storing and 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 \$36,537 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 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 **June 8, 2017**. 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.