

**TRANSFER/PROMOTIONAL OPPORTUNITY FOR**

**INVENTORY ASSISTANT III**

**THE PURPOSE:** To receive, store and dispense material, equipment and supplies. Prepare and process paperwork to order and disburse materials. Serve as a lead worker for Inventory Assistant II, light duty personnel and laborers assigned to stores and yard area.

**ESSENTIAL FUNCTION:**

- ◆ Produce requisitions as required to order stock and non-stock material. Procure materials, equipment and supplies. Post requisitions and receipts to logs. Enter data into computer as required. Review various documents for accuracy. Verify tabulated transaction reports and make corrections.
- ◆ Supervise and assist in the unloading of materials from trucks. Operate forklift or skid loader. Arrange for shipments and return of materials. Transport material with in stockrooms and storage areas of fabrication shops. Perform manual labor duties inside or outside as required. Supervise and assist in the physical receipt, disbursement and storage of materials and supplies.
- ◆ Act as lead worker for Inventory Assistant II positions and light duty personnel and other personnel. Assess workload priorities and direct personnel to carry out job duties.
- ◆ Receive phone orders from Crew Chiefs for materials and supplies. Arrange for delivery of materials to job sites.
- ◆ Maintain records on in-house fabrications and repairs.
- ◆ Supervise and assist in general stores area maintenance and cleaning. Maintain cleanliness and safety of yard maintenance and storage areas. Assist with snow removal.
- ◆ Assist and assume duties of Inventory Assistant V, Inventory assistant IV and Inventory Assistants in other locations when needed.

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Ability to direct and perform storeskeeping duties and maintain inventory control.
- ◆ Knowledge of detailed inventory control and purchasing procedures.
- ◆ Ability and willingness to move and transfer heavy objects and work inside and outside when needed.
- ◆ Ability to learn new computer applications as they become available.
- ◆ Ability to provide transportation to job sites and be available for emergency assignments outside of regular work hours.
- ◆ Knowledge of PC and mainframe computer applications desirable.

**REQUIREMENTS:**

1. Current status as a regularly appointed employee of the City of Milwaukee
2. Valid driver's license at time of appointment and throughout City employment.
3. Three years experience in storekeeping.
  - (Persons who do not meet the three years requirement, may be considered for underfilling the position.)

**CURRENT SALARY RANGE (347) IS:** \$1,260.69 to \$1,360.96 biweekly.

**THE SELECTION PROCESS:**

The vacancy will be filled by transfer and/or promotion and may involve an underfill. The Department of Public Works Infrastructure Services Division will conduct a job-related selection process consisting of an evaluation of education,

*Inventory Assistant III, DPW-Infrastructure, Support (page 2)*

work experience, accomplishments, a personal interview and/or other assessment methods. The Department reserves the right to invite only the most qualified candidates to the personal interview.

Applications will be accepted until at least **June 20, 2002** and receipt of applications may be discontinued at any time after this date without prior notice. If you think you may have a conflict with test/interview date(s) after the final filing date (due to vacation, hospitalization, etc.), call 286-3751 immediately. We will try to reduce impacts but cannot guarantee that arrangements can be made to meet everyone's needs.

**APPLICATIONS** and further information may be obtained, in person or by mail from City of Milwaukee Department of Employee Relations, Rm. 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, online at **[www.milwaukeeed.com](http://www.milwaukeeed.com)**, or by calling (414) 286-3751.

**Send completed applications to: Michael Nessmann, DPW-INFRA-Support, 152 North 6<sup>th</sup> Street, Milwaukee, Wisconsin 53203.**

#02-015—GW (SM)

5/28/02

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*The City of Milwaukee is an equal opportunity employer and values and encourages diversity.*

## **INVENTORY ASSISTANT III**