

PLEASE POST

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS
ROOM 706, CITY HALL



TRANSFER/PROMOTIONAL OPPORTUNITY INVENTORY CONTROL ASSISTANT III MILWAUKEE FIRE DEPARTMENT

This position will be the sole custodian for the Fire Department commissary program, including station wear and protective clothing. Responsibility will include ordering, maintenance, evaluation and issuance of clothing for Department members.

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

Essential Functions:

- Orders, maintains inventories and distributes all protective clothing for members of the firefighting division.
- Orders, maintains inventories and distributes all station wear for new hires to the Milwaukee Fire Department
- Participates in evaluation and development of specifications for protective clothing.
- Collects and prepares protective clothing for delivery to the vendor responsible for maintenance of gear.
- Receives shipments and maintains department records of all equipment delivered or returned.
- Conducts annual inventory of all clothing issues to Department members.
- Inspects protective clothing for suitability, reparability, and the need for replacement.

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:

- Excellent organizational skills
- Record-keeping ability
- Basic computer skills. Experience with Microsoft Access and Excel is desirable.

Requirements:

- Current status as a regularly appointed employee of the City of Milwaukee.
- Three years of experience in inventory management or storeskeeping.
- Valid Wisconsin Driver's License at with good driving record at the time of appointment and throughout employment. *Qualified candidates will be required to present a copy of their driving record at the time of interview.*
- Ability to transfer objects weighing 50 pounds or more.
- Certified for inspection of protective clothing within six months of hire.

Note: Equivalent combinations of education and experience related to the duties of the job will be considered.

The Current Salary Range (340) is \$33,754--37,353 annually with excellent benefits.

Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Inventory Control Assistant III (Milwaukee Fire Department)

The Selection Process will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral examinations, performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

Application Procedure: You may get applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications must be returned to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street Street, 3rd Floor, Milwaukee, WI 53233 by March 16, 2005.

#05-033TR JF (SM)

March 2, 2005

EEO 604

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.

INVENTORY CONTROL ASSISTANT III (MILWAUKEE FIRE DEPARTMENT)