

**Intercity Transit**  
**JOB TITLE: Inventory Specialist – Purchasing & Warehouse**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>2</b>
<b>DEPARTMENT:</b> Executive	<b>DIVISION:</b> Procurement	<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISION RECEIVED FROM:</b> Inventory Supervisor	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> B22
<b>SUMMARY:</b> Performs staff assistance and support in purchasing, receiving and inventory functions.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Locates, purchases, records and dispenses parts and services in support of the Procurement, Vehicle, and Maintenance Divisions. Maintains perpetual inventory system. Performs duties specific in nature requiring inventory control and purchasing procedures knowledge. Work is performed within general parameters		
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Orders and receives inventory, parts, supplies and equipment. Researches and purchases unusual or hard to find goods and services. Works on special projects or maintenance campaigns. Collects and evaluates specific data on required specifications. Resources and evaluates best-value purchases (price vs quality vs. warranty vs. delivery)	Daily 30% B2
2.	Coordinates distribution of parts and services for bus, auto, and facility and maintenance employees. Stocks, maintains and organizes inventory area. Assists with annual year-end inventory count.	Daily 15% A1
3.	Analyzes usage trends, sets stock re-order levels and minimum/maximum stock levels. Reconciles losses and gains from differences in inventory audits to maintain inventory within acceptable limits. Advises Supervisor and implements efficient and cost effective purchasing practices.	Daily 10% B2
4.	Maintains computerized and manual files and purchasing records for the purpose of inventory, equipment, shipments, repairs and costs. Reviews Maintenance and Facility Work Orders to assure all parts are reconciled correctly within the system. Designs and creates inventory reports as needed.	Daily 10% B2
5.	Sources and purchases all spare and replacement vehicle keys. Coordinates key orders, schedules and assists Vanpool Division and Vanpool customers. Researches ways for agency to obtain spare keys as technology develops.	Occasional 5% B2

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
6.	Maintains centralized shipping and receiving area. Unloads freight with forklift. Processes outbound shipping for Agency; picks up products from local vendors	Daily 10% A1
7.	Contacts vendors and resolves inconsistencies in pricings, core changes, restocking charges, receipts, delivery charges, warranties and quality issues with vendors. Pursues monitors, troubleshoots and expedites new item warranty claims as needed.	Daily 5% B2
8.	When needed, oversees the delivery of diesel, gasoline, and lubricants and gathers and enters daily fueling data. Trains new delivery drivers on agency safety spill protocols.	Occasionally B2
9.	Performs other duties of a similar nature or level.	As needed
10.	Must meet regular time and attendance standards	Always

**Knowledge** (position requirements at entry):  
Knowledge of:

- Inventory control practices and procedures;
- Warehousing concepts; receiving and invoicing practices;
- Procurement practices;
- Basic Accounting and Auditing principles
- Bid Analysis
- General office principles and practices;
- Customer service principles;
- Modern office equipment; computer hardware and software related to inventory;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Mathematical concepts.

**Skills** (position requirements at entry):  
Skill in:

- Maintaining and controlling inventory;
- Maintaining databases; Microsoft Word, Excel and Outlook;
- Keyboarding; 10 key proficiency;
- Conducting research, analyzing data and developing recommendations;
- Negotiating prices for products and services;
- Preparing purchase orders;
- Maintaining warehouse organization;
- Operating modern office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry): Associates Degree in related field and three years of increasingly responsible warehousing or inventory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Washington Driver's License;
- Lift-Truck Operator's Certification within 30 days of hire.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to dusts, poor ventilation, strong odors from chemicals, inadequate lighting, workspace restrictions, non-regulated air temperature and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 2/2014 Agency Reorg - Procurement moved to Executive Dept. CD

Revised/New: 11/2015 Inventory Assist. Re-class due to allocation of additional duties/change in DB classification: Inventory Specialist-Purchasing&Warehouse. This is now 1 of 2 Specialist positions.