



WASTEWATER INVENTORY EXPEDITOR

Department: Planning and Public Works
Job Class #: 911900
Pay Range: Maintenance/Trades 14

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This position is responsible for the acquisition, inventorying, issuance, storage and records of parts and materials essential for the maintenance and operation of the County's Wastewater Treatment Plant and Collections/Pump Station Systems.

ESSENTIAL FUNCTIONS:

- Prepare instructions and specifications for approved call for bids; evaluate bids received and present contract award recommendations to county.
- Review requisitions submitted by departments for appropriateness, chart of accounts, authorized signature and ensure procedures comply within county policy.
- Ensure and monitor contract compliance.
- Confer with vendors in person or by telephone; maintain vendor lists.
- Provide equipment control; maintain accurate records of all equipment.
- Stock incoming materials by hand, hand truck or forklift and ensure purchases are accurately documented.
- Prepare parcels for return mailing of damaged parts and materials or warranty work; research any inventory discrepancy to ensure proper credit of goods.
- Maintain computerized inventory control records.
- Examine quality and quantity of materials received against packing slips, invoices, freight bills and purchase orders.
- Perform yearly inventory audits to comply with state regulations and prepare inventory reports.
- Monitor budget use throughout the year to ensure expenditures do not exceed budget limitations.
- Purchase all materials and equipment needed for utility operations; research and identify best price and quality.
- Ensure proper levels of inventory control and determine availability of critical parts, if necessary.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Provide technical and advisory services to assist departments in decision making process relative to purchases.
- May recommend use of alternative parts or materials to reduce costs.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Wastewater Inventory Expeditor exercises considerable independent judgment and discretion in the performance of duties. An employee in this class works under the general direction and supervision of the Fiscal Services Manager. This position does not supervise other employees.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed primarily in an office environment on a daily basis. Travel to various work locations may be required. Extended periods of concentration and sedentary work are required. Work is subject to normal office noise and is subject to frequent interruptions.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Purchasing, storing and issuing industrial parts and equipment.
- Purchasing and inventory principles and practices.
- Safe working methods.
- Basic accounting principles and practices.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- Operating equipment such as forklift, pallet jack and ½ ton pick-up.

Ability to:

- Organize and prioritize projects.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds, including the public, employees and vendors.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: High school diploma plus a minimum of two (2) years education from a community college or business college with coursework in accounting, inventory control, purchasing and parts specification order writing is required. Individual must have a minimum of three (3) years warehouse/inventory experience or any combination of education and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the job. Must have working knowledge of computer applications supporting inventory control and documentation.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess a valid Washington State Driver's License and Fork Lift Operator's Certificate.