

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Inventory Specialist**

**POSITION NUMBER: PW1030**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position oversees the purchase, storage and inventory control for the Public Works department garage. Will set up and manage a parts inventory program in close cooperation with the Equipment Fleet Supervisor and the Assistant Equipment Fleet Supervisor. Performs light vehicle and building maintenance. Performs other duties as required. This position is supervised by the Equipment Fleet Supervisor and the Assistant Equipment Fleet Supervisor.

**WORK PERFORMED**

- 30% Parts Room.** Operates the parts room in the County garage including stocking of parts, keeping an inventory of parts, maintaining a clean and orderly work area and supplying parts to mechanics.
- 30% Invoices.** Enters invoices into accounting database, must have knowledge of line codes. Transfers information from accounting database to the asset management system for inventory and billing purposes.
- 30% Inventory.** Maintains the parts inventory system on asset management system including data input, report generation and purchase order production. Assists in work order system data input relating to equipment repair and inventory.
- 10% Deliveries.** Picks up parts from various vendors and delivers parts as needed to various work locations within the County.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Inventory control techniques and practices.
- Microsoft Office software.
- Vehicle and machinery parts.

**Ability to:**

- Understand and carry out oral and written instructions.
- Learn operation of computer software including work order system.
- Record inventory for work orders.
- Complete repair orders for vehicles and equipment.
- Maintain stock for equipment and vehicle repair parts.
- Lift up to fifty (50) pounds.
- Communicate effectively, both orally and in writing, using the English language.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery		X		
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping			X		Exposure to Dust, Gases and Fumes			X	
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)			X	
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces		X		
<b>VOICE</b>					Climbing			X		Moving Objects		X		
Talking			X		Jumping			X		In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X				X		

**EQUIPMENT USED**

Personal Computer	Calculator	Sweep Machine	Fork Lift
Printer	Truck (Up to 1 Ton)	Pallet Lift	Hand Tools
Telephone	Steam Cleaner		
Photocopier			

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Two (2) years' experience with a Personal Computer including Microsoft Office software.

Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical/drug screen and a review of driving record.

Required to lift up to fifty (50) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 03/06  
Revision History: 01/21