

# 753C – Inventory Control Clerk

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**REPORTS TO:** Supervisor of Maintenance

**SUPERVISES:** n/a

**QUALIFICATIONS:**

1. High school diploma or GED
2. Computational, organizational, and communication skills
3. Ability to read basic operating instructions, labels, and follow directions.
4. Demonstrates aptitude for successful fulfillment of assigned performance responsibilities.
5. Demonstrates ability to get along with others.
6. Willingness to work occasional overtime.

**PRIMARY PURPOSE:**

To provide an efficient parts inventory system and develop both manual and computerized record system.

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**TERMS OF EMPLOYMENT:** Noncontractual (At-will), Clerical/Technical Pay Grade 3  
226 days, estimated 8 hours daily  
**Wage/Hour Status: Nonexempt**

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**MAJOR RESPONSIBILITIES AND DUTIES**

1. Maintains accurate parts purchase, use and inventory records on the computer.
2. Maintains an up-to-date, computerized inventory of frequently used repair parts and initiates appropriate procurement efforts for replacements.
3. Follows district purchasing procedures in securing as needed repair parts.
4. Observes all health hazard and safety warnings.
5. Keeps the parts room and adjacent area clean and orderly.
6. Assumes responsibility for the issuance of short form purchase orders from requisition books.
7. Complies with directions and instructions from supervisor and performs other tasks and assumes such responsibilities as may be assigned.
8. Maintains positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates team work in daily activities.
9. Is prompt and timely in completing daily tasks.
10. Maintain accurate, up to date, and balanced truck inventory.
11. Maintain and issue specialty power tools, and check return..
12. Meets attendance standards and complies with notification procedures for absences.

**EQUIPMENT USED:** Computers (including proficiency in Microsoft Office Suite), printers, fax, calculator, copiers.

**WORKING CONDITIONS:**

**Mental Demands:** Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands:** Must possess good physical dexterity and have the ability to perform manual tasks and body movement including climbing, lifting, reaching, stooping, bending, walking, standing and carrying. Ability to lift 50 pounds of weight. Works outside and inside; exposure to hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. 05/11 SR