

INVENTORY CONTROL CLERK (WATER AGENCY)

GENERAL STATEMENT OF DUTIES: Maintains a perpetual inventory of materials, meters, equipment, parts and supplies for a water agency; handles materials, supplies and equipment; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher level employee, the incumbent in this class has responsibility for the maintenance of a perpetual inventory control system relating to water agency supplies, materials, equipment, meters, and parts. This is a moderately difficult job requiring the incumbent to perform manual duties and clerical duties, involved in the handling, receipt, storage and issuance of materials, supplies and equipment. Work is performed in accordance to a prescribed routine. Supervision may be a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Keeps a perpetual inventory of all supplies, parts, materials, meters and equipment used in a water agency;

Registers all stock distributed and returned (daily);

Advises superior as to materials and supplies in short supply;

Receives all parts, equipment and supplies for the water agency and prepares inventory record;

Examines samples of merchandise received to insure conformity with standards and specifications;

Answers inquiries as to stock on hand;

Spot checks parts and supplies;

Receives new stock (supplies), categorizes and records on inventory sheets;

Places new stock in appropriate bins;

Orders and keeps inventory on all blacktop material;

Prepares requisitions for supplies and parts, and follows through until delivery;

Picks up material and conveys to storage or to platforms for delivery;

Performs other semi-complex manual or clerical work related to stock and inventory control;

Keeps storage areas clean and orderly;

Performs maintenance and custodial functions on site as needed;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May prepare inventory reports on meters, supplies/parts, gas consumption;

May maintain individual "history" file on tests done on each meter;

May register all new meters;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May send non-working meters (removed) out for testing and repair.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern methods and practices used in inventory records and the maintenance of stock records; good knowledge of general office practices; some knowledge of the materials, equipment, tools and supplies used in a water agency; ability to make simple arithmetical computations; ability to understand and carry out oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; physical strength sufficient to lift and carry moderately heavy loads for short distances and to move stock; accuracy; alertness; personal integrity; ability to operate a motor vehicle; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) two years of stock or inventory experience, one year of which includes experience in a plumbing, water agency, hardware or home maintenance supply shop; or (b) three years of experience in a water agency which included the handling and/or installation of meters, pipe, valves, fitting or hydrants including or supplemented by two years of clerical recordkeeping or inventory control experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience in an electrical, automotive or hospital supply setting would not be acceptable qualifying experience.

NOTE: Credits attained at a recognized college or university may be substituted for the clerical experience at a rate of 30 credits for each year of experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.