



## Human Resources

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DATE: January 20, 2021

TO: Civil Service Board

FROM: Matt Silverness  
Human Resources Generalist

SUBJECT: New Job Classification of Fleet Services Inventory Technician I

**RECOMMENDATION:****APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FLEET SERVICES INVENTORY TECHNICIAN I.****Background Information**

Fleet Services is undergoing restructuring of their current operations and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. The Fleet Services Inventory Technician I is a result of review of the outdated Assistant Storekeeper classification they are currently using. The two classifications are similar in many regards but the Fleet Services Inventory Technician I classification better describes the work being completed by the individual in Fleet Services.

The content of the job description has been discussed with the union, and they are agreeable.

**Outline of Duties**

The Fleet Services Inventory Technician I, under general direction, performs a variety of customer service duties related to the research, ordering, receiving, sale and delivery of parts and supplies. Working with the Fleet Services Inventory Technician II, maintains an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner; maintains computerized and written inventory records; and performs light custodial and maintenance duties that contribute to the efficient and safe operation of Fleet Services.

**Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Fleet Services Inventory Technician I.

## **FLEET SERVICES INVENTORY TECHNICIAN I**

### **SUMMARY/PURPOSE**

Under general direction, performs a variety of customer service duties related to the research, ordering, receiving, sale and delivery of parts and supplies. Working with the Fleet Services Inventory Technician II, maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Maintain computerized and written inventory records. Perform light custodial and maintenance duties that contribute to the efficient and safe operation of Fleet Services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Order inventory as necessary to maintain stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
2. Process invoices for payment and receive parts into inventory.
3. Locate sources for, order, and acquire items needed but not stocked in an efficient and cost effective manner.
4. Field phone calls from Tool Houses, Fire, Police, and Operators for repair parts and maintenance supplies.
5. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
6. Generate part numbers and bin locations for materials. Determine locations for storage of stock items.
7. Disburse inventory as appropriate and with documentation to ensure proper accounting and receipt of payment.
8. Pick up and deliver parts, supplies, vehicles, equipment, and other items as needed.
9. Assist Inventory Technician II to ensure that inventory count is adequate, cost-effective, and accurate using various methods such as a full inventory count, cycle counting, or spot-checking.
10. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
11. Perform light custodial and maintenance work to endure a clean, safe, and orderly work environment.
12. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Two years of verifiable full-time experience obtaining, maintaining, disbursing, and safeguarding inventory in a service or manufacturing setting.
  - B. Experience in an automotive, truck, or heavy equipment service setting is preferred.
2. License Requirements
  - A. Possession of a valid driver's license.
  - B. Acquire and maintain forklift certification within six months of hire.
  - C. A.S.E. Parts Specialist Certification desired.
3. Knowledge Requirements
  - A. Knowledge of various materials management and inventory control methods and procedures.
  - B. Knowledge of shipping and receiving practices.
  - C. Knowledge of methods, equipment, and materials used in automotive and equipment maintenance.

- D. Knowledge of applicable federal and state occupational safety and health standards.
  - E. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
  - F. Knowledge of modern office methods, procedures, and equipment.
  - G. Knowledge of alphabetizing, indexing, filing, and recordkeeping principles and procedures.
  - H. Knowledge of basic math.
4. Skill Requirements
- A. Skill in maintaining accurate inventory records.
  - B. Skill in organizing stock and issuing supplies and equipment.
  - C. Skill in making accurate mathematical computations.
  - D. Skill in operating common office equipment including computer, fax, scanner, copier, and calculator.
5. Ability Requirements
- A. Ability to understand and carry out oral and written instructions.
  - B. Ability to read and interpret parts catalogs and related information.
  - C. Ability to prepare requisitions and purchase orders.
  - D. Ability to communicate effectively, both orally and in writing.
  - E. Ability to operate a forklift.
  - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to occasionally work outdoors in a variety of weather conditions.
  - B. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
  - C. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
  - D. Ability to occasionally climb and work from ladders.
  - E. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 75 pounds.
  - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - G. Ability to attend work on a regular basis.

HR: MS	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: