



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: January 20, 2021

TO: Civil Service Board

FROM: Matt Silverness
Human Resources Generalist

SUBJECT: New Job Classification of Fleet Services Inventory Technician II

RECOMMENDATION:

APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FLEET SERVICES INVENTORY TECHNICIAN II.

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 The Fleet Services Inventory Technician II is a result of review of the outdated Storekeeper classification they are currently using. The two classifications are similar in many regards but the Fleet Services Inventory Technician II 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 II will direct and assist activities related to ordering, receiving, storing and distributing parts, materials, tools, and supplies used in the operation, repair, maintenance, and disposition of Fleet assets. Maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Acquire special order items efficiently and cost-effectively.

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 II.

FLEET SERVICES INVENTORY TECHNICIAN II

SUMMARY/PURPOSE

Direct and assist activities related to ordering, receiving, storing, and distributing parts, materials, tools, and supplies used in the operation, repair, maintenance, and disposition of Fleet assets. Maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Acquire special order items efficiently and cost-effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure that inventory count is adequate, cost effective, and accurate using various methods such as a full inventory count, cycle counting, or spot-checking.
2. Determine stocking levels, reorder points, and obsolescence either manually or using computer application software.
3. Coordinate and assist in ordering inventory as necessary to maintain sufficient stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
4. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
5. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
6. Oversee and participate in disbursement of inventory as appropriate and process documentation to ensure proper accounting and receipt of payment.
7. Locate and identify sources for items used. Order and acquire items needed but not stocked efficiently and cost-effectively.
8. Authorize expenditures within established limits of authority.
9. Assign work and coordinate work schedules of Inventory Technician I.
10. Train team in safe and proper work methods and procedures.
11. Monitor work for compliance with established methods, guidelines, standards and procedures
12. Assist in performing tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, and titles.
13. Provide input to establish operational procedures and standards for all Fleet Parts employees and outside users, concerning the Fleet Information Management System.
14. 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. Four years of verifiable full-time experience maintaining 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 establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
 - F. Ability to operate a forklift.
 - G. 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: