

## **INVENTORY CONTROL CLERK**

**South Essex Sewerage District, 50 Fort Avenue, Salem, MA seeks qualified applicants for the position of Inventory Control Clerk**

### **Definition**

Administrative, technical, and clerical work ensuring that spare parts are adequately available for equipment repairs; materials, supplies and equipment are promptly ordered, and tools and equipment are properly cleaned and stored; all other related work as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school graduation and at least three to five years related experience in the storage, inventory, supply and ordering of parts, equipment and tools, or an equivalent combination of education and experience.

#### **Special Requirements**

Massachusetts Driver's License

#### **Knowledge, Ability and Skill**

**Knowledge.** Thorough knowledge of how to order, handle, store and inventory parts, equipment, materials and supplies used to maintain and repair wastewater treatment machinery, equipment and automotive equipment. Knowledge of stock keeping practices and methods. General knowledge of warehouse procedures. Some mechanical knowledge of machinery, equipment and tools.

**Ability.** Ability to maintain well-organized and accurate records and prepare routine reports. Ability to catalog vendor information on parts, equipment and tools, including prices. Ability to maintain a good working relationship with fellow employees and vendors. Ability to periodically perform strenuous physical duties. Ability to operate equipment, hand and power tools used to load, unload, pack and unpack materials, supplies and equipment. Ability to perform basic computer operation.

**Skill.** Excellent communication skills, both oral and written. Strong organizational skills.

#### **Physical Requirements**

Moderate physical effort generally required to perform work including bending, walking, climbing, reaching and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Occasionally required to operate equipment, hand and power tools requiring manual dexterity. Good eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

#### **Supervision**

Works under the direct supervision of the assistant superintendent and/or superintendent of maintenance.

Performs ordering and stock keeping functions, following defined procedures and methods, with minimum supervision requiring a moderate amount of responsibility and independent judgement in determining methods of completion.

### **Job Environment**

Some work is performed under typical office conditions with noise from office equipment and light traffic; other work is frequently performed under shop conditions with loud noises from large equipment and vehicles with exposure to fumes and airborne particles and extremes of heat and cold.

Operates standard office equipment, including a computer.

Has frequent contact with maintenance employees and vendors; has some contact with other District employees.

Errors in judgement could result in delays or loss of service, monetary loss, injury to self and other employees, damage to equipment and legal ramifications to the District.

Adheres to District safety rules, regulations and policies.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Prepares purchase orders and places orders for parts, equipment, tools, materials and supplies as necessary to meet the District's needs.

Maintains inventory of spare parts, equipment, tools, materials and supplies, including but not limited to lubricants (grease and oil), paint, janitorial, electrical, instrumentation, plumbing and office supplies.

Receives, promptly unpacks and places in proper storage all orders and shipments of parts, equipment, materials and supplies.

Verifies that materials and quantities of materials received are those listed on the purchase order and packing slips.

Keeps records of incoming and outgoing shipments, prepares items for shipment and determines methods of shipment.

Issues parts, equipment, supplies and tools to District personnel and keeps accurate records for all items issued through methods such as material requisition slips.

Prepares periodic, special, spot or perpetual inventory of stock, tools and equipment. Verifies inventory records and corrects discrepancies.

Checks inventory records of items on hand and, when order point is reached, requisitions amount to maintain a minimum inventory level.

Keeps an up-to-date library of catalogs, brochures, current price lists and supply information. Communicates with vendors to obtain price quotes and delivery information.

Maintains stock, tools and equipment in a neat and orderly fashion. Maintains and cleans all designated stock and tool areas.

May pick up, transport and deliver materials, supplies and equipment as necessary.

Performs clerical duties including maintaining financial records, sorting, filing and entering information in a computer.

**Annual Pay Rate: \$49,445.66 to \$61,218.01**

(Starting pay rate commensurate with qualifications and experience)

**To obtain the application information and submittal requirements package for this position, contact Anita Runne' at 978-744-4550 ext. 158 , by email at [arunne@sesd.com](mailto:arunne@sesd.com) or by visiting our website: <http://www.sesd.com> .**

**The District has a comprehensive and competitive benefits package EOE**