

Warehouse and Inventory Control Technician

Purpose Statement

The job of Warehouse and Inventory Control Technician is done for the purpose of coordinating and providing day-to-day warehousing and distribution operations; ensuring the smooth and timely delivery of goods and services to sites and departments; performing technical asset and inventory control activities; performing a variety of responsible accounting functions in support of the business office.

This job reports to Director, Support & Operations Services.

Essential Functions

Assembles and coordinates for assembly or repair various products, furniture, and equipment prior to delivery. For the purpose of efficient deployment of items.

Communicates with vendor and equipment service representatives for the purpose of ensuring equipment is properly maintained and repairs are completed in a timely and cost-effective manner.

Coordinates and participates in the receiving and storage of items, inspects a variety of supplies, materials, and warehouse goods for the purpose of ensuring items are received and stored in a proper manner.

Coordinates with business office in processing payment for items received for the purpose of meeting organizational financial obligations.

Coordinates and participates in periodic inventory reviews to ensure accuracy of inventory control system; tracks and locates items listed in the inventory control system; research discrepancies and missing items and adjusts records/inventory as necessary for the purposes of tracking inventory.

Delivers materials and/or receives equipment for the purpose of ensuring delivery to addressee.

Follows up with vendors regarding items not received, backordered, or damaged for the purposes of ensuring that YCOE receives items that were purchased in good working order.

Inspects shipments for conformity to purchase order specifications noting and reporting shortages, damages, or other discrepancies; performs necessary follow-up with the department who placed the order, accounts payable, and vendors for the purpose of ensuring proper reconciliation.

Maintains computerized databases including accounting and recordkeeping systems to accurately track and control inventory on an ongoing basis for the purpose of ensuring tools and supplies are stocked for organizational functions.

Maintains and updates fixed asset inventory system; identifies and tags incoming fixed asset equipment, enters into fixed asset database; performs periodic audits and physical inventory, for the purpose of maintaining inventory records.

Maintains printing machines, high speed copying machine, other standard equipment for the purpose of ensuring a safe work environment and workflow.

Operates a variety of warehouse/distribution equipment; operates a variety of office equipment for the purpose of completing job tasks.

Maintains the warehouse and assigned work locations for the purpose of operating in a clean and safe environment.

Performs a variety of accounting activities including ordering supplies for the warehouse, sorting incoming mail, for the purpose of ensuring efficient organizational operations.

Performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair (e.g., ink systems, moisture systems, pressures, paper paths, bindery equipment, etc.) for the purpose of ensuring availability of equipment as needed.

Plans, organizes, and prepares warehouse space layout for the efficient allocation of storage space and facility usage; designs floor plan and storage for stock and other supplies and materials according to usage, distribution schedule, and ease of accessibility for the purpose of maintaining efficient workflow.

Prepares items for delivery; routes and schedules deliveries; assembles complete orders and supplies, materials, and equipment for each destination; prepares necessary documentation and paperwork to accompany delivery for the purpose of ensuring delivery of items in an efficient and timely manner.

Processes property transfer requests and disposes of obsolete items according to established policies and procedures for the purpose of maintaining proper inventory levels.

Serves as a resource to staff regarding warehousing and distribution operations, inventory control procedures, and record retention policies and guidelines for the purpose of maintaining optimal workflow.

Uses scanning equipment and assists with the coordination and tracking of record retention, digital archiving, and disposal for the purpose of maintaining electronic documentation.

Other Functions

Performs other related duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; oral and written communication skills; interpersonal skills; business telephone etiquette; interpersonal skills; basic inventory monitoring; preparing and maintaining accurate records; problem solving.; operating a motor vehicle as necessary; operating a forklift as necessary.

KNOWLEDGE of methods and practices used in receiving, storing, disbursing, and delivering supplies and equipment. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documents. Operation of a computer and applicable software. Shipping and receiving procedures. Operation of a forklift and other assigned equipment. Space utilization and inventory techniques. Materials and supplies inventory control. Proper methods of storing equipment, materials, and supplies. Laws, rules, and regulations related to assigned activities. Financial and statistical recordkeeping techniques. Operations, procedures, specific rules, and precedents of the warehouse. Oral and written communication skills. Interpersonal skills using tact, patience, and courtesy. Health and safety regulations. Compile and verify data and prepare reports.

ABILITY to maintain accurate financial and statistical records. Assemble, organize, and prepare data for records and reports. Establish and maintain effective working relationships with others and contribute to a positive work environment. Present a positive image of the Yolo County Office of Education. Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing. Perform physical and clerical duties involved in packaging, storing, and shipping supplies. Receive, issue, store, and return warehouse stock and supplies. Operate forklift and other equipment utilized in the warehouse. Operate a delivery truck and related equipment. Establish effective store-keeping procedures. Take inventory and maintain accurate control systems. Operate a computer to enter data, maintain records, and generate reports. Learn, interpret, apply, and explain policies, procedures, rules, and regulations. Plan and organize work. Meet schedules and timelines. Add, subtract, multiple, and divide quickly and accurately.

Responsibility

Responsibilities include working under direct supervision using standardized procedures leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test
Physical Exam

Certificates and Licenses:

Valid Driver's License & Evidence of Insurability
Forklift Certification (Possession or ability to obtain)

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/22/2021

Salary Grade

32