

# CITY OF BEAVERTON

## Inventory Control Technician

### General Summary

Maintain and secure small power equipment for the Operations and Maintenance Department. Perform small engine maintenance and repair. Perform welding and fabrication as needed. Store and issue equipment and supplies. Maintain related tracking documents.

### Key Distinguishing Duties

Assemble and prepare components and equipment.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Conduct preventative maintenance and repair on a variety of small engine equipment, including lawn mowers, chain saws and pumps. Sharpen blades; troubleshoot mechanical problems and replace belts, spark plugs and fluids, as necessary.
2. Set up and assemble new small equipment for service.
3. Assemble and prepare a variety of components for quick access, including fire hydrant valves, hoses, nozzles and emergency materials and supplies.
4. Perform general inventory to account for all supplies, tools and equipment. Enter count totals and reconcile in computer. Run related reports, as necessary. Perform a variety of data tracking and file maintenance, including material cost estimates for budget purposes.
5. Purchase section materials and supplies. Obtain price quotes and prepare requisition for supervisor for approval.
6. Receive, verify and unload deliveries. Reconcile paper work. Operate a forklift.
7. Coordinate department traffic control involvement for city wide special events; i.e., parades and bicycle rides.
8. May participate in section operational processes including procedure development and implementation.
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.

10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
11. Produce an acceptable quantity and quality of work that is completed within established timelines
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

### **Other Functions**

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of safety practices and procedures related to small engine maintenance and repair.
- ◆ Working knowledge of principles and practices of small engine maintenance and repair.
- ◆ Working knowledge of inventory practices and procedures.
- ◆ Working knowledge of small construction equipment parts and supplies including water pipes and related fittings.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Strong ability to repair, troubleshoot and maintain small engines.
- ◆ Ability to work with computerized equipment.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment including typewriter, adding machine and copier.

## Minimum Qualifications Required for Entry

High School diploma or GED and 2 years of experience with hand tools and small engine maintenance/repair and inventory maintenance or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

## Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Certified in forklift operation required within three months of employment.

## Working Conditions

Regular focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; rare lifting, moving and carrying of objects over 50 pounds; rare lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Inventory Control Clerk

Revised: 1/98

New class specification title 1/98: Inventory Control Technician

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date