

SUPPLY & INVENTORY TECHNICIAN

MAJOR FUNCTION

This position is semi-skilled and manual in nature operating the Logistics warehouse or department storeroom including receiving, stocking, inventory, and distribution functions. This position works with considerable independence in the normal performance of duties.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Receives stocks and distributes a wide variety of goods and materials used in most typical work environments plus the specialized environments of fire-rescue-EMS.
- Evaluates equipment and materials requests to assure suitability of request. Fills and arranges for distribution of same. Performs records management functions associated with inventory tracking.
- Evaluates and distributes personal protective equipment and uniform items to MCFR personnel. Inspects, cleans, and repairs items as needed. Coordinate outsourced repairs with vendors. Places orders with various vendors and maintains suitable inventory of items.
- Conducts parts and materials inventory and use including historical tracking for the purpose of ensuring proper inventory and supply levels at all times. Applies efficient storage methods including allocations of proper bins or other storage spaces and security of stock.
 - Organizes and arranges shelving to assure items being placed on shelves are in the correct area by labeling all shelves and arranging shelving in the most efficient manner.
 - Operates a County vehicle to pickup and deliver parts and materials and may also operate typical warehouse equipment such as pallet jacks, stairs, ladders, etc.
 - Cleans, sanitizes, and returns non-disposable equipment to service.
 - Assists with records management functions to provide detailed record of items received, repaired, distributed, transferred, or disposed in order to ensure accurate department-wide inventory, repair cost summaries, and an effective depreciation and replacement schedule.
 - Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Required to work additional shifts or assignments from time to time as needed, especially during disasters or emergencies.

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SECONDARY FUNCTIONS

- Assists the Support Services manager and team with making purchases, and performing department-wide inventory
- Participates in equipment evaluations of proposed new equipment and items.
- Assists in department budgeting process by projecting needed equipment and alternatives.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position may supervise small work groups to carry out assignments or as needed.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Graduation from high school or equivalent; with a minimum of two years experience in inventory, logistical supply, warehousing, or an equivalent combination of training and experience. General computer experience in communications, records management/data base preferred. Knowledge of fire-rescue-EMS tools and equipment through volunteer or career employment in fire-rescue preferred.

Licenses

Valid Florida Driver's License.

Certifications

Completion of MCFR Infection Control training with in one month of hiring and updated annually. Other skill and equipment specific training may be required prior to being assigned to that equipment or task.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty

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satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with customers and employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Can explain records.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Strong organizational skills and the ability to communicate clearly and concisely.
- Willing to cross train within the department.
- Knowledge of storekeeping methods and procedures. Knowledge of records used in the receiving storing, inspecting and issuing diversified goods.
- Ability to visually inspect and determine accurately the quantity and quality of goods received in relation to prescribed specifications and purchase orders.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Working knowledge of the practices and methods of automotive mechanics.
- The ability to access, input, and retrieves information from the computer.
- Ability to remain calm in stressful situations.
- Ability to communicate clearly and courteously; able to follow oral and written instruction and the ability to read and write.

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- Ability to deal with the pressure of interruptions, noise and deadlines on a daily basis. Ability to meet multiple deadlines.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: inventory management equipment, computer, calculator and other general office machines, pallet jacks, step ladders, etc.

PHYSICAL DEMANDS

While performing the duties of this position, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell, and lift up to fifty pounds; will regularly stand and walk, and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, and color vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic, biohazardous, or caustic chemicals, fumes or airborne particles, and outdoor weather conditions. The noise level will be loud. Use of personal protective equipment may be required

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