

## ENCINA WASTEWATER AUTHORITY

**DATE:** April 2022 (revised)  
**POSITION TITLE:** Inventory Control Specialist  
**DEPARTMENT:** Administration  
**REPORTS TO:** Accounting Supervisor  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under general supervision, the Inventory Control Specialist maintains up-to-date records of EWA plant assets and warehouse inventories; orders, receives, stocks and issues parts and materials using EWA's Enterprise Resource Planning Software; directly interfaces with the Authority's Enterprise Resource Program ERP (MUNIS) through the processing of new and completed inventory requests, assists in the planning, scheduling, and coordination of EWA resources; and performs other administrative related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

### ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Practice and promotes the Authority's Mission, Vision, and Values.
- Interacts with staff in support of all departments such as administration, technical services, operations, environmental compliance, warehouse, and purchasing processes.
- Processes new and completed inventory check out sheets ensuring accuracy and consistency in EWA's Enterprise Resource Planning software MUNIS.
- Receives, unpacks, and inspects incoming parts and materials against shipping invoices and purchase order.
- Prepares requisitions, orders, restocks, and issues and delivered parts and supplies as requested.
- Maintains EWA's tool room and implements tool management procedures for the checkout, return, and maintenance of tools.
- Maintains paper and electronic equipment records and other documentation in support of EWA maintenance and warehouse activities.
- Manages EWA's Asset Disposal Program and other documentation in support of EWA's assets program.
- Compiles records and receipts of parts and materials used, inventory adjustments, back ordered items,

and damaged items.

- Conducts an annual physical count of all items in the warehouse inventory with a small team of counters from the maintenance department.
- Maintains the warehouse facility in a neat and orderly manner.
- Ensures proper storage, identification, and location of warehouse items.
- When directed, provides backup support to the Procurement Specialist and issues purchase order numbers, monitors purchase requisitions, etc.
- Operates Authority vehicles, forklifts, utility carts, dump trucks, semi-tractors with trailers and other such equipment within the plant compound.
- Performs other administrative, technical services, planning, and purchasing related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of the principles of receiving, warehousing, parts ordering, and inventory control.
- Effective oral and written communication skills.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Skills in operating a personal computer for data processing, spreadsheet preparation and word processing.
- Ability to perform strenuous physical activities including lifting, bending, reaching, walking, climbing, and moving heavy objects.
- Ability to operate a forklift and other powered vehicles.

**EDUCATION AND EXPERIENCE REQUIREMENT:** Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from an accredited four-year college or university with a Bachelor's degree in accounting or related discipline, and three (3) years of municipal or closely related inventory experience.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand, and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee works under typical office conditions, and the noise level is usually quiet.

**QUALIFICATIONS:** Ability to pass pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**