

## JOB DESCRIPTION

**Job Title:** Inventory Specialist  
**Reports To:** Operations Manager  
**FLSA Status:** Non-Exempt  
**Department:** Warehouse  
**Date:** March 20<sup>th</sup>, 2024

### Summary:

Perform all aspects of materials flow to maintain control and accuracy over material and supplies inventory, including all transactions, procurement, scheduling, warehouse, receiving, and distribution, ensuring needs are satisfied within allocated time frame.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Execute material acquisitions and shipments to assure on-time availability of materials and supplies to support operations and maintenance, considering best price, quality, availability, and reliability when purchasing products.
- Stock received materials and supplies including physical storage, data input, bar coding, etc.
- Use the inventory control system to maintain accuracy of inventory counts and identify discrepancies.
- Track budget conformance of materials and supplies on a daily basis.
- Maintain optimum inventory levels to increase on-time deliveries and reduce inventory.
- Receive, store, and issue materials and supplies as required and ensure they meet the minimum quality assurance standards.
- Enter materials and supply data into the inventory control system, customer accounts system, or enterprise resource planning (ERP) system as appropriate.
- Receive and process pick-lists and requests for materials and supplies from operations and maintenance; generate purchase orders for replenishment and use as required.
- Track and expedite emergency material and supply requirements.
- Execute and track all material receipts, issues, returns, scrap, salvage/surplus, etc.
- Maintain non-conforming and scrap materials in secure location.
- Use the SCADA information system to aid field personnel with site status.
- Operate a forklift for warehouse operations, truck deliveries, and other needs as required.
- Deliver base, dirt, hot mix, parts, etc. to field locations, pick up materials and supplies from vendors, and haul scrap materials to disposal location as required.
- Work with Fleet Manager to perform minor maintenance and associated tasks.
- Perform other tasks as designated by supervisory personnel.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

High school diploma or general education degree (GED); one (1) year related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

**Math Ability:**

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 and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Inventory Control Software, Customer Accounts Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

None required for this position.

**Certificates and Licenses:**

Valid State of Texas Driver's License and must acquire a Commercial B License within 60 days of hire date.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.