

## **EQUIPMENT INVENTORY CONTROLLER**

### **JOB SUMMARY**

Under general supervision of the warehouse Supervisor and the Purchasing/Warehouse Director, responsible for controlling, maintaining, and coordinating activities related to perpetual equipment inventory control of all District equipment and State property assigned to the District.

### **TYPICAL DUTIES**

Organize and coordinate the capital equipment and furniture inventory control program which includes: receiving, assembling, identifying, storing, and preparing for distribution. May distribute capital equipment and furniture; maintain the inventory control and record system, both manual and computerized (using dBase, spreadsheet software, etc.); identify and tag all equipment. Organize District records and equipment for redistribution and surplus sale; control state property assigned to the District by ensuring it is included in District inventory records. May be required to provide direction to others in the maintenance of this program and conducting special inventories. Perform related duties as required, which may include receiving of all materials.

### **JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include knowledge and skill performing capital inventory control, along with related record keeping functions in a large organization for three or more years. Basic office and computer skills to include database management and word processing skills.

### **Knowledge of:**

Inventory control and related record keeping systems; procedures for performing physical inventories of capital equipment and furniture in a large organization; office practices and procedures, including filing, records management, and report preparation; warehouse equipment handling; office equipment such as typewriter, calculator, computer/microcomputer and related software, fax machine, etc.

### **Ability to:**

Organize and schedule annual site and department inventories. Coordinate and prepare for the participation at surplus auction. Organize and coordinate a cost effective capital inventory control system; utilize a computer and dBase and spreadsheet software; or utilize the District's mainframe computer system; maintain appropriate records, both manually and on a computerized inventory control system, and prepare reports as required; communicate effectively both orally and in writing; establish and maintain effective working relationships; plan and organize work for yourself and others to meet priorities; perform mathematical computations, file accurately (both alpha and numeric), and operate a variety of office and warehouse machines such as typewriter, calculator, computer and related software, District mainframe computer, fax machine, etc. May be required to operate a forklift, drive a delivery truck with lift gate, and other related furniture and equipment handling devices.

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### **LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

### **PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screening certifying this ability. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screening certifying this ability.

### **WORKING CONDITIONS**

Open and non-ventilated warehouse; exposure to hazardous equipment, solvents, and materials. Long periods of standing and walking.