



Inventory Technician

Annual Salary Range \$52,020.80 - \$70,220.80

Fair Oaks Water District (FOWD) is committed to providing our community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost. A full-time position offers a terrific team environment and excellent benefit package.

General Job Description

Under general supervision of the Operations Superintendent, this position administers the inventory system; receiving of materials and supplies; performs general building, yard, vehicle, and equipment maintenance, administers the FOWD Injury and Illness Prevention and related safety programs; assists in duties related to building and vehicle security.

Job Standards/Specifications

Knowledge of:

- Inventory best management practices.
- Construction safety laws, rules, and regulations.
- General landscaping, irrigation techniques, methods, and troubleshooting.
- DOT regulations for performing safety sensitive functions.
- Microsoft Office software applications.
- Parts and equipment used in water distribution industry.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Operate forklift.

Typical Physical Activities

- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

Experience, Licenses and Certification

Desired Qualifications:

- Minimum of two years' experience in inventory control.
- Minimum of two years' experience working as a California Distribution Operator Grade I or higher.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements

Required Licenses/Certifications:

- California Water Distribution Operator Grade I Certification or ability to obtain within one year of employment.
- Forklift Operator Certification or ability to obtain within one year of employment.
- OSHA 10 Certification (10-hours of OSHA training) or ability to obtain within one year of employment.
- Valid California motor vehicle operators commercial class A license or ability to obtain one within two years of employment.
- Graduation from high school or equivalent.

Full job descriptions at <https://www.fowd.com/job-descriptions>

FOWD Benefits

- FOWD contribution of 100% of the monthly premium for Medical, Dental and Vision plans for employee and eligible dependents
- CalPERS Retirement Plan
- CalPERS Deferred Compensation Plan
- Social Security
- 9/80 Alternative Work Schedule
- Employee Assistance Program
- Life and Additional Life Insurance
- Vacation and Sick Leave
- 529E Education Savings Plan
- Employee Safety Attire

HOW TO APPLY:

Applications and job descriptions may be obtained at <http://www.fowd.com/employment> or from the FOWD office located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628.

Resumes and cover letters are encouraged but will *not* be accepted in lieu of the application packet.

Application packets may be emailed to rsimon@fowd.com or mailed to the address above for consideration by 4:30 p.m. on Tuesday, July 5, 2022.

The FOWD is committed to continuously providing a workplace where equal employment opportunity is afforded to all people.