



Fair Oaks Water District Job Description

Inventory Technician

DEPARTMENT: Finance & Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Senior Financial Analyst
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: March 8, 2021
ANNUAL SALARY RANGE: \$48,006.40 - \$64,792.00
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job:

Under general supervision of the Senior Financial Analyst, this position administers the inventory system; receiving of materials and supplies; recording and distributing materials and supplies; performs a variety of clerical duties including data entry and maintenance of files and records; performs general building, yard, vehicle and equipment maintenance, implements the FOWD's Injury and Illness Prevention and related safety programs as assigned; assists in duties related to building and vehicle security.

Essential Functions:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administers the FOWD inventory and stock control system; maintains inventory levels and ensures quality control in accordance with FOWD policy; assists with completing inventory reconciliation and reporting.
2. Receives materials and supplies; verifies and maintains records on incoming and outgoing shipments.
3. Maintains District's administrative building and corporation yard facilities maintenance, e.g., light bulb replacement, garbage pick-up, fuel delivery, fire extinguisher, pest control, yard material upkeep, landscaping, etc.
4. Implements the FOWD equipment safety training program (e.g., tools, forklift, backhoe, etc.).
5. Administers the construction meter program.
6. Performs monthly fuel reconciliation and quarterly fuel tax filing.
7. Administers the FOWD vehicle and equipment preventative maintenance program.
8. Prepares, coordinates and maintains a variety of files and records in accordance with FOWD policies and procedures.
9. Maintains inventory in computer system through data entry and generates reports.
10. Assists in completing duties related to field customer service.
11. Implements the FOWD's Injury and Illness Prevention and related safety programs as assigned.
12. Assists in duties related to building and vehicle security.
13. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
14. Drives a truck, forklift or other light equipment; may operate a dump truck or heavy equipment.
15. Checks assigned vehicle daily to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.

16. Adheres to all policies, procedures and standards of FOWD and pertinent federal, state, and local laws relating to position functions.
17. Receive direction from the Operation's Superintendent as required.

Other Duties:

1. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
2. May perform traffic control.
3. May be required to dig and backfill trenches using hand tools or mechanical equipment.
4. May operate a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations.
5. May work overtime with additional compensation.

Job Standards/Specifications:

Knowledge of:

- Inventory and stock control 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, including creating and maintaining detailed spreadsheets and utilizing various reports.
- Parts and equipment used in water distribution industry.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Operate a fork-lift.
- Learn new software and procedures as needed.
- Check data for accuracy.

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.

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.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____