



Job Title	Inventory Control Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	15073

Class Specification – Inventory Control Technician

Summary Statement:	
<p>The purpose of this position is to support the Airport’s inventory control system through the procurement of goods, materials, supplies, and equipment; ensuring adequate stock as well as aged inventory plans; perform related processing and record keeping functions and exercise responsibility for accurate and timely performance of procurement and inventory control activities; as well as perform other related duties assigned.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Analyzes usage history and shelf-life of items, and consults with departmental section personnel to establish minimum and maximum storage levels. Reviews requisitions for quantity, adequate description and accuracy to maintain proper stock control; may recommend use of existing stock in instances where items requisitioned are interchangeable with same; reviews specifications for new items and prepares new or revises existing specifications when necessary; forwards requisitions for materials and supplies to proper sources; contacts vendors to expedite delivery. Records material transactions, transfers, corrections, warranty transactions, research, and work order transactions. Prepares various reports relating to parts issuance, receipts, work orders, and billing information.
25%	Receives, stocks, and issues various parts, materials, supplies, tools and equipment; verifies and inspects incoming shipments for appropriate application, quantity and quality; and signs for items as appropriate. Operates appropriate equipment including a forklift, pallet, jack, hand truck, cart, and delivery truck; and unloads shipments.
25%	Assists technical staff in determining accurate parts applications for assigned projects; places telephone orders for stock and special items; researches parts manuals and technical publications. Conducts a periodic inventory of stock items; and maintains proper stock levels by ordering supplies and parts on a daily basis. Maintains vendor files, logs and records of all transactions.



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Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information. Superior organizational and communication skills required.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Proficient with computers and other standard office technology required.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Equivalent to completion of the twelfth grade (high school diploma or GED).
Experience: One year of full-time inventory control or recordkeeping experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised: Position has no responsibility for the direction or supervision of others.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This position has no budgetary responsibilities.

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Material handling equipment including forklift, hand cards, pallet jack, equipment dollies. Label makers, printers, calculators, handheld bar code scanners, hand tools such as hammers, screwdrivers, wrenches, sockets and measuring tapes.

Specialized Computer Equipment and Software: Microsoft Office, specialized payroll software, and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2020