



CITY OF ALACHUA

JOB DESCRIPTION

WAREHOUSE COORDINATOR

DEPARTMENT: Public Services, Engineering Division

REPORTS TO: Engineering Supervisor

SUPERVISES: None

FLSA: Nonexempt

GENERAL DESCRIPTION:

Technical store keeping work responsible for coordinating and maintaining a viable inventory of electrical, wastewater and water utility supplies as well as public works materials and safety supplies. Performs inventories, completes requisitions, receives, stores, issues and delivers materials, supplies, equipment and services. Maintains the supplies, storage and inventory. Oversight of mosquito control spraying. Acquires office material and equipment. Work is performed under general direction of the Engineering Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Compiles data from source documents, such as contracts, purchase orders, invoices, requisitions, and reports.
2. Prepares estimates of material and supplies for construction and maintenance activities
3. Identifies and prioritizes maintenance and repair assignments.
4. Prepares and enters data into system to maintain inventory, purchasing, shipping or other records.
5. Orders supplies and participates in the preparation and monitoring of assigned budget.
6. Keeps back order files.
7. Releases equipment or stock for issue as available.
8. Compiles stock control records and information.
9. Compares listings or descriptions to verify accuracy of requisitions and shipping orders.
10. Researches procurement sources.
11. Maintains stocking system areas.
12. Receives goods, issues goods, and warehouse goods.
13. Responsible for oversight, coordination and control of City mosquito control spray program.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of warehouse operations and methods. Knowledge of construction, maintenance and repair of buildings, grounds, plumbing, electrical systems, building fixtures and equipment. Knowledge of materials and supplies used in commercial building maintenance and repair. Knowledge of accounts receivable and payables. Ability to operate a computer including word-processing, Excel and data base management. Ability to communicate effectively in English, verbally and in writing. Ability to type at a prescribed rate of speed. Ability to drive vehicles, including small trucks and loading equipment. Ability to communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

High school graduation or GED. Associate Degree preferred. At least two (2) years experience in inventory control in a warehouse situation and building maintenance, construction and repair work.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Commercial Driver’s License required. Must possess PHPC license.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Heavy (45 pounds and over) lifting and carrying.
- Walking, standing, kneeling, bending, stooping.
- Pulling, pushing.
- Driving.

ENVIRONMENTAL CONDITIONS:

Works inside and outside in various weather conditions with: dust, chemicals, solvents, oils, fluids, moving objects, ladders, on uneven and slippery surfaces.

Slippery surfaces.

With moving objects or vehicles.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature