

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>INVENTORY COORDINATOR</u>		
Bargaining Unit:	<u>03- Supervisors Association</u>		
Class Code: <u>716</u>	Grade: <u>44</u>	EEOC Category: <u>5</u>	Overtime Exempt: <u>N</u>
Typical Career Progression:	<u>Inventory Coordinator</u>	<u>/ Storekeeper III</u>	<u>/ Storekeeper II</u>
	<u>Storekeeper I</u>	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>	<u>/</u>
Group(s):	<u>Corporate Resources</u>	<u>/ Water System Operations</u>	<u>/</u>
	<u>/</u>	<u>/</u>	<u>/</u>
Reports to:	<u>Inventory Planner</u>	<u>/</u>	
	<u>/</u>	<u>/</u>	
	<u>/</u>	<u>/</u>	

JOB SUMMARY

Coordinate decentralized storekeeping activities for a large complex warehouse, including receiving, storing, issuing, transporting, and inventory control of supplies to ensure the efficient, expedient, and safe storage and distribution of materials in compliance with federal, state, and Metropolitan laws, regulations, policies, and procedures.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Coordinate storekeeping functions, including ordering, receiving, storing, issuing and controlling supplies, tools, and equipment. Monitor material usage to ensure that material is ordered in a timely manner and in sufficient amounts. Recommend substitute supplies when stock shortages occur.
2. Coordinate annual inventory of materials and perform stock audits. Review reports and adjust data entry of materials to ensure appropriate cost accounting procedures. Monitor and investigate irregularities related to overages and shortages; recommend procedures to minimize irregularities.
3. Determine materials to be ordered and prepare appropriate specifications. Administer contracts and blanket orders with vendors for materials to maintain internal standards and a cost efficient stock inventory.
4. Ensure that warehouse activities comply with Department of Transportation (DOT) and Uniform Fire Code (UFC) laws and regulations for transporting and storing hazardous and other materials. Provide Material Safety Data Sheets (MSDS) to all users of hazardous materials.
5. Review aged stock reports with local users and purge shelves of obsolete and surplus material. Initiate and process items to be sold for salvage to ensure the most cost efficient disposal of materials and the highest return on Metropolitan’s investment.

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6. Evaluate and recommend procedural changes, new products, facility modifications, and allocations of space for supplies. Implement new and appropriate techniques of warehouse management such as automated inventory control systems. Monitor compliance with federal and state safety regulations.
7. Perform other related duties as required.
8. Participate with staff on special projects to ensure that proper staffing and materials are provided in order to complete projects in an efficient and expedient manner.
9. Serve on various committees to assist in achieving division and Metropolitan strategic goals relating to materials management.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and progressively responsible experience in inventory control totaling 6 years.

LICENSES/CERTIFICATION REQUIRED

Valid driver's license from state of residency equivalent to California Class 3

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Procedures and processes related to inventory control (J)
- Federal, state, and local regulations relating to materials and inventory control and handling (J)
- Handling and transporting hazardous materials (J)
- Automated materials and inventory management systems (J)
- Procurement system concepts and procedures (B)
- Emergency response policies and procedures (B)

Skill and ability to:

- Use and transport specialized equipment, machinery, and materials related to materials management
- Monitor and evaluate inventory and materials usage reports
- Coordinate the safe handling and transportation of hazardous and non-hazardous materials
- Travel to various and remote sites within Metropolitan's service area

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PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Cost efficient materials handling and stock control
- Productivity measures for inventory control, warehouse management, and employee performance
- Internal and cross-functional teamwork
- Safety of the warehouse, materials, and equipment
- Customer satisfaction
- External relationships with vendors
- Mutually beneficial working relationships with regulatory and other agencies

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

Project management examples:

- Implement Emergency Response Containers and the appropriate material and equipment contents