



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Inventory Coordinator	LAST UPDATED:	04/05/2016
DEPARTMENT:	Administrative Services	JOB CLASS:	1267
REPORTS TO:	Inventory Administrator	FLSA DESIGNATION:	Non-Exempt

Summary: Under general direction of the Inventory Administrator, and in coordination with the Deputy Fire Chief of Support Services, the Inventory Coordinator is responsible for maintaining a high level of inventory integrity within the City of Frisco Fire Department. Assists in identifying, developing and maintaining computerized inventory system for the City of Frisco Fire Department. May supervise assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees receiving and management of Fire Department inventory such as personal protective equipment (PPE), medical supplies, self-contained breathing apparatus (SCBA), assets on vehicles, and other fire safety and emergency medical services equipment and tools.
- Performs standard shipping/receiving functions; verifies items upon delivery; ensures shipping manifest balances with invoices.
- Assists in maintaining computerized inventory system to track procurement, warehousing/storage, distribution and usage frequency of items.
- Processes supply requests from stations and other Frisco Fire divisions, including verifying items, quantities, and on hand stock.
- Assists in monitoring inventory levels to: reduce City supply costs, utilize maximum space, forecast inventory and procurement needs, and ensure proper inventory levels throughout Fire stations.
- Ensures the proper allocation of supplies throughout City of Frisco Fire Department.
- Coordinates the cleaning, repair, and scheduling for pickup and delivery of personal protective equipment (PPE) and uniforms required by Frisco Fire Department Standard Operating Procedures (SOP).
- Performs inventory control functions such as cycle counts, inventory audits, and periodic visual verification for Fire inventory and assets.
- Provides liaison assistance between Purchasing Division and Fire Department for requests, notifications, etc.
- Communicates and consults with suppliers/vendors to locate materials, supplies, parts, tools, and equipment.
- Adheres to proper cleaning methods, storage and proper care of equipment and supplies, and practice of a safe work environment.
- Insures the security and integrity of the inventory to include but not be limited to, insuring that all procedures relating to storage security are met, limiting personnel entrance into warehouse by securing all entrances and exits, and insuring that all entrances and exits to the storage areas are secure at all times.
- Analyzes past expenditures, forecasts expected needs and develops future cost projections in order to provide detailed input for Fire Department budget.
- Coordinates delivery of inventory and supplies between City Fire Stations.

Other Important Duties:

- Coordinates with Fire Department personnel on Standard Operating Procedures (SOP) and policies.
- Frequently travel to citywide Fire Stations to ensure inventory and asset accountability.
- May be required to respond after hours when needed.

- May be required to work overtime.
- May travel off site to attend training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of proper inventory and warehousing standards, policies, and procedures.
- Knowledge of local, state, and federal guidelines, regulations for procurement of supplies and materials in municipal government.
- Knowledge of National Fire Protection Agency (NFPA), Texas Commission on Fire Protection (TCFP), and Texas Department of State Health Services (TDSHS) codes and standards for a municipal Fire department.
- Knowledge of City policies and procedures.
- Knowledge of computers and related equipment, hardware and software for area of assignment.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to handle all tasks with minimal supervision and direction.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to develop and maintain positive and effective working relationships with vendors, managers, employees and other agencies.
- Ability to resolve problems quickly and effectively.
- Must possess strong written and oral communication skills.

Education, Training, Experience, Certificates, and/or Licenses:

- Bachelor's degree in related field plus two (2) years preferred, or Associate's degree plus four (4) years' experience in warehousing/inventory functions to include receipt and storage activities and computerized inventory control, or equivalent combination of education and experience.
- Must pass pre-employment drug screen, criminal background, physical agility test and MVR check.
- Must possess valid State of Texas driver's license.

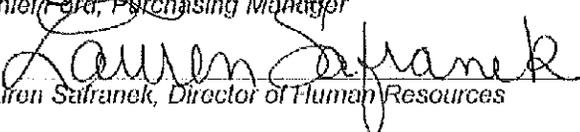
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a variety of settings such as, but not limited to the office and surrounding environment, storage/warehouse facilities, and outdoors.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions, potentially hazardous substances, dust, fumes, and high noise levels.
- Must be able to lift 50 lbs.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, forklift, electric pallet jack, ladders/rolling ladders, power and hand tools, and department vehicles.

Approved By:


 Daniel Ford, Purchasing Manager

 Lauren Safranek, Director of Human Resources

4/5/16
Date

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