JOB DESCRIPTION

TITLE: **Inventory Supervisor-Transportation**

DEFINITION:
Personnel who are employed to supervise or maintain operations in the receipt, storage, inventory and issuance of materials and supplies.

QUALIFICATIONS:

1. High school diploma or equivalency;
2. Ability to communicate, read, write, and follow written and oral instructions;
3. Knowledge of basic principles of keyboarding and computers;
4. Good health, including agility and dexterity, with the capability to lift heavy objects when needed;
5. Valid West Virginia Commercial Driver's License with P and S endorsements;
6. Two years of warehouse experience;
7. Meet the health requirements as set forth by West Virginia State Code and local policy;
8. Pass the approved West Virginia Service Personnel Test for Inventory Supervisor.

REPORTS TO: Transportation Director and Chief Mechanic

JOB GOALS: To oversee and manage the receipt, storage, inventory, and distribution of materials and supplies. Ensure accurate tracking of parts and supplies using inventory management software. Conduct annual inventory audits and collaborate with vendors to secure competitive pricing and take advantage of cooperative purchasing opportunities when available.

CONTRACT TERM: 261 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Receive and unpack delivered items; inspect for damage or defects.
2. Verify shipments by comparing part numbers, quantity, and descriptions with purchase orders, invoices, or packing slips; document and report any discrepancies or damages.
3. Input delivery information into inventory software and affix inventory tags to parts.
4. Maintain organized and properly stocked inventory shelves.
5. Retrieve and issue parts to mechanics upon request.
6. Perform data entry tasks as required to support inventory and operations.
7. Unload delivery trucks as needed.
8. Conduct routine inspections of the facility and materials; report maintenance or supply needs to the supervisor.
9. Provide assistance to the Chief Mechanic and other mechanics as needed.

10. Participate in required training sessions to maintain job knowledge and compliance.
11. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.
5. Attend state and local meetings concerning instruction.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, climb, kneel, or crouch. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to humid conditions, a variance of cold and heat, fumes, and chemicals.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.