

Procurement/Inventory Specialist

Job Duties

Chief responsibility is to keep the Warehouse running and meet the needs of the Operations department.

- Be available during normal business hours at the warehouse to issue parts to operators.
- Understand the procedures/requirements for issuing parts
- Be “on-call” when necessary to open the warehouse and issue parts after normal business hours.
- Learn the parts in order to be able to issue them to operators
- Make sure the warehouse is locked and secured before leaving

Vehicle Maintenance Program

- Utilize GPS Insight & Tyler Incode V10 for Vehicle & Heavy Equipment maintenance.
- Implement a scheduled preventative maintenance plan and written procedures for vehicles, heavy equipment and generators.
- Assist in establishing a vehicle use policy to promote accountability for the Authority’s assets.
- Manage the fleet of vehicles to keep the Operations Department mobile and functioning while vehicles are out of service for repairs and maintenance.
- Perform monthly vehicle inspections to assess the condition of fleet vehicles and heavy equipment. Check oil, tires, windshield wipers, lights etc. Make sure each vehicle has registration, proof of insurance, up to date mileage log, flash light, first aid kit. Look for damage to vehicles that has not been reported. Make sure spare tire and jack are present and in good condition if vehicle is supposed to have one. After performing the inspection have the employee that is assigned to that vehicle sign the inspection form indicating their agreement with the inspection.
- Prepare a monthly report for GM containing vehicle mileage, condition and any needed repairs beyond regular maintenance. Report should list each vehicle by LRG number with make, model and year, original cost and current value to assist in making decisions on repair or replacement.
- Working with the Operations Manager, maintain a list of vehicle assignments. Employees should only drive the vehicle they are assigned to. The employee assigned to the vehicle is responsible for the condition of the vehicle. If an employee allows another employee to use his assigned vehicle without written confirmation the assigned employee will still be held responsible for any damages. All vehicles should be kept clean and any problems should be reported immediately to avoid further damage.

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Work Orders

- Assist the Management Team in developing a Standard Operating Procedure for using the Work Order Module in Tyler.
- The Work Order Module is basically a data base. In order for it to be functional and useful we need to develop a uniform naming convention and instructions for using the codes that will enable management to extract meaningful reports.
- Refer to Tyler University online for Training. If none is available, contact Tyler Support to make training available.
- Review work orders and enter any maintenance, repairs or replacement of Fixed Assets into the Fixed Asset Module.
Gather copies of invoices, manuals and warranties so they can be added to the Fixed Asset files.

Asset Management

Assist the Finance Manager with updating the Asset Management Plan.

- Keep accurate records of asset disposals and acquisitions
- Assist in the annual audit of Fixed Assets
- Assist with data entry of Fixed Assets in Tyler Incode V10
- Conduct inspections and periodic inventories of Fixed Assets

Other Duties

All employees are expected to help maintain Authority facilities. When you have time available you should assist in cleaning your assigned work location (Sweep, mop, empty trash, etc.). Safety is a very high priority so make sure floors are free of clutter or tripping hazards. If you notice safety issues that require remedies beyond your abilities, they need to be immediately reported to the GM or other Managers.

Other duties may be added as necessary including assisting with projects in the Finance Department; Operations Department; and Projects Department.