

Job Description: WAREHOUSE INVENTORY WORKER
(ROAD & BRIDGE)

CLASS NO. 2125

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 12

FLSA: Nonexempt

SUMMARY OF POSITION

Maintains accurate, readily accessible inventory of maintenance parts and equipment, and Road and Bridge work project materials. Duties include issuing parts for needed repairs; shelving parts or materials; obtaining price quotes for repair parts, and operating forklifts for loading or storing parts, equipment, and materials.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Engineer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with mechanics; has frequent contact with outside private parts vendors.

EXAMPLES OF WORK

Essential Duties*

Issue parts for vehicle and/or equipment repairs, and road and bridge department work projects;

Maintains accurate, up-to-date inventory of equipment and vehicle replacement parts;

Operates loaders and forklifts in loading or storing parts, equipment, and materials;

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA).
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/14/2012

Chambers County

CLASS NO. 2125 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: warehouse inventory practices and procedures.

Skill/Ability to: maintain accurate inventory of parts, equipment, and materials; safely operate maintenance shop vehicles, including pick-up trucks, front-end loaders, and forklifts; establish and maintain effective working relationships with co-workers and private parts vendors; and maintain Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Sufficient education to read, write, and perform basic arithmetic, plus at least one year of related work experience.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

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