

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Inventory Control Specialist**Department:** Maintenance

**Grade**     G  
**H.P.D.**     8  
**D.P.Y.**     260

**Job Description****Date Reviewed:** July 2023**Reports To:** Maintenance Manager**Purpose of Job**

The purpose of this job is to perform general/clerical work functions associated with overseeing inventory of departmental tools, parts and materials. Duties and responsibilities include organizing, monitoring and maintaining departmental inventory; dispensing/receiving inventory items; monitoring inventory usage; repairing tools; communicating with vendors; answering the telephone and relaying messages; preparing documentation; maintaining records; and performing other duties as assigned by the Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this Job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Responsible for ordering all inventory to replace and restock parts room inventory.

Research and order all inventory for repairs needing obsolete or retrofit parts.

Deliver parts and tools to job sites.

Distribute freight throughout different departments.

Order HVAC filters for entire school system including up-to-date changes in sizes or increase or decrease of outdated sizes.

Inventory all filters for installation and approve payment of filter orders.

Organizes inventory of departmental tools, parts or other materials; designates placement of inventory items; performs physical inventory counts as needed.

Issues inventory items for use; receives new or returned inventory; tracks available inventory.

Maintains computerized inventory records (e.g. parts information, locations, etc.); monitors usage trends.

Maintains computer program for refrigerant usage for CMCSS maintenance department.

Performs basic repair of inventory tools as needed.

Initiates/maintains, communications with vendors concerning inventory matters (e.g. pricing, availability of parts, placement of orders, follow-up on orders, etc.).

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Performs data entry by keying data into computer system. Uses knowledge of various software programs to operate a computer in an efficient and effective manner.

Prepares and/or generates routine correspondence, forms, reports and other documents. Prepares departmental files; maintains file system of departmental records.

Receives various documentation; reviews, processes, responds, forwards, maintains and/or takes other action as appropriate.

Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.

Responds to inquiries from a variety of internal and external services for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.

Supports department administration and staff as needed and/or assigned for the purpose of maximizing the efficiency of the work force and meeting department and District requirements.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Forklift certified and must have working knowledge to operate scissor lift and vertical lifts.

Provides forklift training to employees.

Control of all spare vehicles condition to maintain readiness for use.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or Equivalent) required, with a minimum of one year of inventory control experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Experience and knowledge of Microsoft office programs and ability to operate computers for data entry. Valid driver's license required.

**KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Parts Clerk. Has thorough knowledge of inventory control practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**