

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (TRANSIT DIVISION – TRANSIT - LOCATION – 2200 UPPER JAMES)

TRANSIT INVENTORY SPECIALIST - ATU LOCAL 107

SUMMARY OF DUTIES

Under the general supervision of the Supervisor, Transit Fleet and under the direction of the Senior Stockkeeper, order and maintain an inventory of parts, supplies and materials to support the function of Transit Fleet Maintenance.

GENERAL DUTIES

Maintains an inventory of transit fleet parts, materials, and supplies.

Orders, receives, and stores parts and supplies such as engines, transmissions, fluids and automotive parts.

Issue parts and materials as required, ensuring correct item names and numbers are used.

Orders and maintains an inventory of shop and replacement tools.

Complete requisitions for all items issued. Perform various record keeping and materials management functions using manual or computerized systems.

Count physical inventory for comparison to records. Investigate discrepancies and initiate appropriate action.

Maintain stockroom in a neat and orderly manner, including cleaning equipment.

Receive and check materials, stock shelves. Use forklift truck, pallet truck, etc.as required.

Perform Shipper / Receiver functions as required.

May be required to perform Senior Stockkeeper duties on an occasional or temporary basis.

Maintain a comprehensive WHIMS catalogue that meets applicable legislative requirements

Process warranty claims and pursue recovery of parts and labour revenue through various OEM specific computerized systems.

Process warranty claims and pursue recovery of component costs from aftermarket suppliers.

Process warranty claims and pursue recovery of component costs related to fare collection systems

Responsible to comply with the policies of the company with respect to rules, regulations and safe working practices adopted by the Transit Division.

Work with various Project Managers to track components and process effective warranty claims.

Note: The duties and relationships outlined in this description are intended to cover only the significant responsibilities. Other duties which are related to the Transit Division functions may be assigned from time to time by the Senior Stockkeeper or Supervisor.

QUALIFICATIONS

1. Demonstrated experience with Inventory Control procedures, normally acquired through relevant work experience is an asset.
2. Purchasing and Inventory Management related education is considered an asset.
3. Possess a valid Class "G" Ontario Driver's Licence.
4. Able to be certified to use a variety of material handling equipment – forklift truck, electric pallet truck, hand pallet trucks, etc.
5. Mechanical aptitude and familiarity with automotive parts.
6. Physically capable of performing duties, including occasional heavy lifting, stooping, crouching and climbing, frequent reaching and handling, and constant standing and walking. Capable of performing these duties with occasional exposure to weather, fumes and dust, and frequent exposure to noise.
7. Able to work day shift, afternoon shift, night shift as well as weekends as we support a 24/7 operation. .
8. Basic working knowledge of Microsoft Word, Outlook, Excel, and with the operation of standard office equipment.
9. Knowledge of computerized inventory systems is considered an asset.
10. Knowledge and understanding of WHMIS Legislation.
11. Knowledge of and ability to perform computerized data entry and retrieval is essential.
12. Capable of constant verbal communication, and capable of frequently dealing with a range of moods and behaviours in a tactful and congenial manner with internal and external customers/vendors.
13. Ability to obtain and maintain a Transportation of Dangerous Goods Certificate.
14. Ability to deal with staff, Supervision, and the public in an effective and personable manner.
15. Ability to work with various Project Managers to track components and process effective warranty claims.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED **PRIOR** TO HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.