CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION, OPERATIONS & MAINTENANCE DIVISION – BUSINESS INITIATIVES - LOCATION - TBA)

ROADWAY MAINTENANCE INVENTORY CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Inventory Management and operationally supporting an onsite Superintendent performs duties associated with the programs and services provided by the Transportation, Operations & Maintenance division, such as: cycle counts, year-end counts, facilitates orders, stocking tools, confirmation of receipt of goods and support to the workplace to facilitate the efficient operations of the division.

GENERAL DUTIES

Through the use of an Inventory Management System (Hansen), maintains accurate records of small equipment purchases, maintenance and quantities on hand. Also maintains a manual record of small tool purchases, transfers, quantities and disposal.

Conducts cycle counts, year-end counts, and audits the warehouse to ensure accuracy of inventory.

Updates and audits daily and for year-end inventory and generates various reports such as equipment/ tools lists, usage, transaction reports and cost reports.

Orders, receives, records, and stocks tools required by the Roadway Maintenance team to ensure continuous, efficient and effective uninterrupted services.

Liaise with all levels of management, Supervisor, Elected Officials, other departments, outside agencies and contractors by telephone, in person, email and fax on behalf of Inventory Roadway Maintenance section.

Input, verify and retrieve work orders and data using Hansen, including preventative maintenance checks, replacement parts and repair costs. Generate and analyze reports to ensure quality and accuracy of information entered.

Follows up on outstanding orders, delivery schedules and related issues.

Confirms receipt of goods and services, matches shipping documents and updates Inventory Management system (Hansen) to reflect.

Communicates with other members of Business Initiatives and Roadway Maintenance team to ensure accuracy in inventory management and process compliance.

Maintains accurate records and relevant filing system.

Participates in identifying and disposing of obsolete stock.

Responds to Roadway customer enquiries by receiving, evaluating and prioritizing nature of enquiry and entering into computerized Hansen System on an as required basis.

Monitors and follows-up on customer enquiries including, but not limited to, snow removal, landscaping, and sidewalk repairs. Resolves ongoing competing issues when dealing with customers, visitors at front counter, staff and supervisors on an as required basis.

Must be able to work in inclement weather.

Operates equipment and vehicles such as fork lift/tow motor, and pickup truck. Preference will be given to candidates with experience.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of the duties described above with preference for candidates with demonstrated knowledge of accounting and business practices in inventory management preferably obtained though Community College Business Diploma.

2. Proven experience and knowledge in the use and operation of Hansen or equivalent Inventory Management System Software preferred.

3. Experience with parts and materials inventory management.

4. Certificate in Lift Truck Operators Safety Training and a certificate in Handling/Transportation of Dangerous Goods an asset.

5. Knowledge and understanding of WHMIS legislation would be an asset.

6. Must be capable of lifting objects weighing up to 50 pounds several times a day.

7. Must pass a Functional Abilities Test.

8. Must have a valid class G Driver's License.

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

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