



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Inventory Services Specialist	Department	Public Works	Division	Building/Inventory and Electrical
Classification per 2.76 RMC	☐ Executive (City Officer or Department Head) ☐ Managerial Service ☐ Deputy/Assistant Service ☐ Supervisory ☐ Professional ☐ Confidential ☒ General Employee			Work Location	☐ City Hall ☐ Fire ☐ Health ☐ Library ☒ PW ☐ Police
Full-Time / Part-Time	☒ Full-time ☐ Part-time, Hours per week ____	Supervisor Title	Supply Chain Purchasing Supervisor		
HR Only	Working Title	Inventory Services Specialist	Salary Grade -	F	FLSA Code: ☐ Exempt ☒ Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

An employee in this classification performs manual and clerical work performing routine duties in connection with the procurement, receipt, storage, and issuance of materials, supplies, tools, parts, and equipment integral to a computerized inventory system. West Allis DPW Inventory maintains 7500 stocked parts with a current value of \$1.8 million along with processing and handling another 3000 non-stock items annually for all DPW divisions with an emphasis on fleet maintenance and repair parts.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear understanding for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position		Frequency	% of Annual Total Time
Expected Work Hours	☒ Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required ☐ Full-time salaried position ¹ ☒ Emergency call outs, before and after standard scheduled hours of work including weekends and holidays ☐ Watch Duty ☐ Other, describe: Regular attendance is an essential function of this job to ensure continuity of service delivery. Attendance required during “emergency operation” for snow plowing, salting operations, flooding, or other related events which require inventory items.		
Research, locate, procure/ purchase non-stock parts (considering cost, lead time, emergency value)		D	15
Research, locate, and procure/ purchase items for stock requirement and repair parts of equipment		D	9
Pull stock to fulfill requests of DPW employees (all divisions) and/ or deliver as necessary		D	9
Unload and receive incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment		D	9

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

Inspect shipments for correct specifications, damages, or defects before unloading	D	1
Sort, count, package, label, unpack, and log inventory which is shipped or received	D	5
Monitor fuel system - reset pumps as needed	D	3
Issue fuel fobs - new, cancel and replace	N	2
Assist in software implementation and/ or updates	N	5
Trace lost shipments and/ or unfulfilled parts requests	N	1
Responsible for maintaining stock ratio	D	1
Coordinate inventory requirements and procurement details with vendors and 'customers'	D	3
Measure movement of products and establish minimum/ maximum reorder points	D	0.5
Conduct ongoing audit of inventory	D	0.5
Process receipts/ invoices – determine order, purchase order, procurement card (p-card) or requisition for payment	D	10
Load/ unload deliveries (for all departments/ divisions)	D	1
Load/ unload contractors working for the City of West Allis	N	0.25
Prioritize duties/ deliveries/ pick-ups by level of importance to insure no work stoppage - expedite where necessary	D	1
Use computerized software to record, track, and maintain all inventory related data, including generating and receiving purchase orders	D	12
Store stock in accordance with identifying information (type, style, size)	D	1
Maintain and/ or repair stock items	N	0.1
Operate material handling equipment	D	2
Custodian/ Manager of MSDS records online and on network - update as necessary	D	0.5
Maintain Underground Storage Tank (UST) system for fueling/ fuel island	D	1
Compile data and enter requisitions for Capital Improvement Projects - Water, Street/ Sewer, Electrical (RFP, RFB)	A	1.4
Prepare items to be shipped (signs, lamps, etc./ returned)	N	0.5
Work odd hours and be available for emergency call-in	N	0.1
Recommend disposal of unused items as appropriate, work with divisions to adjust stock levels according to usage	D	3.15
Maintain a neat and orderly storeroom to meet safety and fire code	D	1
Ensure security of stock	D	1

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES		
	Accountable	Responsive to the community’s interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
	Driven	Goal oriented, creative in problem solving; exhibits initiative: sets and pursues high standards; motivated to succeed.
	Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
	Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
	Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
	United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
	Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	- Recommend changes in procedures and processes to improve efficiency; - Support initiatives such as strategic planning, LEAN, and innovation; - Maintain prompt, predictable, and regular physical attendance; - Provide truthful and accurate written and verbal communications; - Possess the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 8 at the proficiency levels listed.	
	<i>If checked the following are applicable to the position:</i> ☑ maintains the ability to competently and credibly testify in court;☑maintains ability to lawfully operate designated motor	

	vehicles at all times when driving duties are performed; ☒ maintains the ability to travel throughout and enter all different properties in the jurisdiction
Job Specific	List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)
	• good knowledge of procurement practices for truck and automotive parts • good knowledge of the methods and procedures used in the receipt, storage and issue of supplies, materials, tools and equipment • good knowledge of computerized inventory control systems and procedures • general knowledge of automotive and truck parts • ability to maintain accurate and complete records and prepare clear, detailed reports • ability to lift, move and handle heavy objects • ability to operate material handling equipment, including but not limited to, forklifts, pallet jacks, hand trucks, and carts • ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to vendors, supervisors, coworkers, and the public • ability to exercise sound judgment and make sound decisions • ability to multi-task in a fast paced environment • ability to quickly adapt and learn specialized software systems and databases • knowledge of computer applications and mobile devices such as an iPad, Surface • demonstrated ability to promote innovation, operational excellence, and continuous improvement

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Need for non-stock items	Research and acquire items needed	Internet, Vendors, Catalogs	N/A
Assist all city departments regarding purchases	Cost analysis - industry knowledge	Inventory Specialists	N/A
Errors/ damages w/ vendor parts/ shipment	Return/ reorder correct items	Vendors/ invoices	N/A
Inventory for equipment no longer in use	Analyze inventory including minimums/ maximums/ deletion/ removal	Department/ Division Heads	N/A
Changing inventory to reflect updated technology	Communicate with Divisions to understand/ supply needs	Division Supervisors/ Managers/ Engineers	N/A

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Managers/ Supervisors	Assist in researching/ ordering/ stocking new products	Daily work requirements
DPW	Receive requisitions and deliver products – mainly Fleet	Daily work requirements
Vendors	Communicate specifications, order products	Inventory and specialty needs of departments
Vendors and contractors	Load/ unload materials	Contracted work for City of West Allis
Salespersons	Review inventory needs best products, price and lead times	Best inventory at lowest price - save money
Delivery personnel	Load/ unload shipments/ approve for receipt/ storage	All departments stock and non-stock usage

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Education	☐ Less than High School ☒ High School/GED ☐ One Year Certificate ☒ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: business or related field Additional Information (e.g. specific coursework, etc.): or equivalent work experience		
Experience	☐ No Experience ☒ < 2 yr. ☐ 2 to 3 yrs. ☐ 4 to 5 yrs. ☐ 6 to 7 yrs. ☐ 8 to 9 yrs. ☐ 10 to 11 yrs. ☐ ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): 1 year of warehousing experience		

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
CDL Class B, C, with airbrakes	School	No	Within 12 months
Forklift	In-house	No	Within 3 months
Driver's License		Yes	
Class C UST's Operator	Test	No	Within 6 months
National Incident Management Systems (NIMS) ICS-100 and 700 training	Provided by City		yes (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):
 The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, Licensure or Training –

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- ☐ **Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- ☐ **Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- ☒ **General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- ☐ **Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- ☐ **General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written / Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules for Others		X	
Project Management		X	
Provide Work Direction for Others			X
Evaluate Performance of Others		X	
Counsel Employees		X	
Train Employees (as part of the normal duties of the job)			X
Approve Overtime		X	
Approve Time Off Request for Others		X	
Develop / Implement Policies		X	

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

³ including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Direct supervision⁴ of any employees.	Number of FTEs and job titles of those employees listed below:			
Job Title	# of FTEs			

SECTION 8 - PHYSICAL DEMANDS ⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS					
N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day) F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)					
Possess the physical capacity to perform the duties of the position including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds				X	
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects				X	
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.					X
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).			X		
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.			X		
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					X
Crawling - Moving about on hands and knees or hands and feet.		X			
Crouching - Bending body downward and forward by bending legs and spine.			X		
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.			X		
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.				X	
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.				X	
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.				X	
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					X
Group or conference (in person)				X	
Telephone					X
Other sounds					X
Passing of hearing test required			X		
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.					X
Kneeling - Bending legs at knees to come to rest on knee(s)				X	
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.					X
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers					X
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.				X	
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides.				X	
Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force					

⁴ Section 111.70 (1)(o) Wis. Stats. defines a **supervisor** as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁵ <https://www.bls.gov/ncs/ors/physical.htm>

Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.					X	
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.					X	
Sitting - Remaining in a seated position.				X		
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.				X		
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles.				X		
Possess the capacity to effectively and efficiently work with/in the following conditions -	Never	Seldom	Occasional	Frequent	Constant	
Indoor/Office Work Environment				X		
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X		
Insects				X		
Rodents		X				
Exposure to Various Lighting Conditions (High, Low, LED, etc.)				X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X			
Outdoor Weather Conditions (Dry/Wet/Slippery)			X			
Hazardous Fumes or Odors / Toxic Chemicals			X			
Confined Spaces (as identified by OSHA)	X					
Close Proximity to Moving Machinery / Equipment				X		
Bodily Fluids / Communicable Diseases		X				
Working Alongside Moving Traffic on Roads		X				
Electrical Hazards		X				
Vibrations		X				
Dust				X		
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.				X		
Other:						
Tools Used (add as needed)	Level of Proficiency⁶ if applicable	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	☐ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Field Technology: iPad/Laptop/Smartphone	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
Microsoft Outlook	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
Microsoft Word	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert			X		
Microsoft Excel	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert			X		
Microsoft Access	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft PowerPoint	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Adobe Acrobat Professional	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Legistar/Granicus	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
BP Logix	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Novatime	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
HTE/Sungard	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Assetworks	☐ Basic ☒ Intermediate ☒ Advanced ☐ Expert					X
General Code	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
GIS	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			

⁶ Basic – Fundamental knowledge of common usage; Intermediate – able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced – able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert – Recognized Authority, Go to person, able to teach others

GPS software and reporting	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Civic Ready	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Docuware (Document Management System)	☒ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Neogov (Insight, Perform)	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert			X		
CivicPlus (Internet, Intranet CMS)	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert			X		
Internet	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
Personal Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
City Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					

Section 9 - Additional Comments

Any additional information: Must be available for odd hours and emergency call ins.

A lot of high pressure urgent situations. Must be able to multi-task and adapt under pressure. Extended shifts for snow emergencies.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____