



City of Maryville

Position Title: Warehouse / Inventory Coordinator

Position Type: Full-time; Non-exempt

Minimum Hourly Rate: \$22.15+ depending on qualifications and experience.

What we offer: Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24- hour access to onsite fully equipped fitness center. Full Time employees accrue paid vacation and sick leave upon hire.

Closing Date: Open until filled. Review of applicants to begin June 19, 2024.

About This Opportunity:

The Warehouse Coordinator is responsible for coordinating the operations of the warehouse to ensure the effective storage and distribution of utility supplies and equipment. This role includes inventory control, logistics, warehouse coordination, ensuring compliance with safety and regulatory guidelines, and supporting the procurement processes. The Warehouse Coordinator reports to the Buyer under the guidance of the Purchasing/Contracts Manager and is an employee of the Finance Department. Will oversee daily warehouse operations, as necessary.

Essential Functions:

- **Inventory Coordination:** Oversees the storage and inventory of supplies, materials, and equipment necessary for the daily operations of the Electric, Water & Sewer Departments. Implement and maintain inventory tracking systems to ensure accurate records and efficient material handling.
- **Logistics and Distribution:** Coordinate the receipt and distribution of goods and materials, coordinate shipping and receiving tasks, and ensure timely delivery to various departments.
- **Safety and Compliance:** Ensure the warehouse operations comply with all safety procedures and federal, state, and local regulations. Conduct regular safety audits and training sessions.
- **Operational Efficiency:** Develop and implement warehouse operations systems and processes to increase efficiency and reduce costs. Coordinate warehouse space and layout planning.
- **Equipment Maintenance:** Oversee the maintenance and repair of warehouse equipment and vehicles to ensure operational readiness and safety.
- **Reporting:** Generate regular reports on inventory levels, supply chain progress, and warehouse efficiency, providing insights into performance and areas for improvement.
- **Vendor:** Ensures & tracks purchases, while maintaining vendor records as to meeting required shipping deadlines; works with vendors, as needed; performs shipping duties, preparing shipments, contacting vendors and arranging shipments
- **Inventory:** Coordinates, maintains, analyzes & ensures that stock levels are always controlled, monitors warehouse inventories for discrepancies, performs inventory counts as required and assists with annual physical inventory counts
- **Procurement Support:** Assist in writing scopes of work for the formal bid process, works within the required software(s); works with vendors and assists the buyer with establishing reorder points.
- **Policies:** Learns and maintains knowledge of current purchasing policies & procedures to accommodate Purchasing & all City Staff
- **Disposition of Property:** Assists in the disposition of surplus property.

- Coordinates daily activities with Inventory Technician and performs other related duties at the request of the Buyer or Purchasing Agent.

Knowledge, Skills, and Abilities:

Detail oriented; Ability to obtain comprehensive knowledge of City Purchasing Policy and other City policies and procedures; comprehensive knowledge of warehouse & purchasing methods, quality assurance, tracking, and inventory management; comprehensive knowledge in preparing reports and other types of correspondence; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City; comprehensive knowledge in the use of standard office equipment, tablets, smartphone, barcoding equipment and associated purchasing & financial software; ability to communicate well with staff & management; ability to express ideas clearly and concisely, orally and in writing; ability to write precise specifications and understand technical papers; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to operate lift truck and light automotive equipment; ability to make fair and ethical decisions as it relates to the job and City as a whole; ability to establish priorities in terms of work flow; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Physical Requirements:

This work requires the frequent exertion of up to 50 pounds of force & occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel, frequent standing, walking, sitting and speaking or hearing, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires some assembly or fabrication of parts with arm's length, operating machines, operating motor vehicles or equipment and observing general surrounds and activities; work occasionally requires working near moving mechanical parts, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business offices with normal business machine activity and light traffic) work has some exposure to environmental conditions.

Education and Experience:

High School diploma or equal and considerable experience in warehouse management (with utility & construction material experience preferred), business principles & inventory control.

Special Requirements:

- Obtain Lift Truck Operator certification within a reasonable time after hire.
- Obtain Lift Truck Instructor certification within one (1) year of hire.
- Proficiency in Microsoft Office Suite.
- Possession of Class D driver's license valid in the State of Tennessee.
- Obtain annual certification for PCB Training within a reasonable time of hire.
- Obtain annual certification for Hazardous Material Shipping within a reasonable time of hire.

How to Apply:

A City of Maryville employment application is required for consideration. An electronic application is available on our website, www.maryvillegov.com/jobs. Paper applications are available in the front lobby of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application by email to humanresources@maryville-tn.gov, by fax to 865-273-3434 or in person in Human Resources.

City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.