



City of Maryville

Position Title: Warehouse / Inventory Technician

Position Type: Full-time; Non-exempt

Minimum Hourly Rate: \$19.10 + DOE

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:

Performs intermediate semiskilled and administrative support work assisting with the operation of the warehouse, receiving, processing, distributing, and accounting for materials and equipment, assisting with warehouse recordkeeping, preparing reports, and related work as apparent or assigned. The Warehouse Technician reports to the Buyer under the guidance of the Purchasing/Contracts Manager and is an employee of the Finance Department.

Essential Functions:

- Unloads delivered materials that come in for all departments at the Operations Center.
- Loads materials on truck for the Water, Electric and Public Work Departments.
- Enter incoming shipments and items received into the computer system.
- Prepares all shipments and parcels being sent from the Operations Center.
- Stores and ships out old transformers that are possibly polychlorinated biphenyl (PCB) contaminated.
- Takes inventory of items in warehouse in Water and Electric departments.
- Uses a barcode scanner for inventory control and trains end users on scanner program.
- Keeps shelves stocked with incoming materials.
- Maintains inspection program for rubber goods.
- Prepares and records weight of all scrap wire and materials for recycling.
- Repairs flashlights for the Electric and Water Departments for use during power outages or water break situations.
- Maintains, organizes and cleans warehouse and stockyard.
- Delivers mail to the Municipal Center.
- Under the direction of the Purchasing Agent, manages the disposition of government surplus property, including coordinating with various departments, preparing surplus items for sale or disposal, maintaining records of surplus transactions, and ensuring compliance with relevant regulations and policies.
- Assists the Purchasing Agent and Buyer as requested.

Knowledge, Skills, and Abilities:

General knowledge of modern warehouse and inventory practices; thorough knowledge in preparing reports and other types of correspondence; general knowledge in the operation of standard office equipment and associated software; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to drive light automotive equipment including a forklift; ability to make arithmetic computations; ability to follow oral and written instructions; ability to acquire general knowledge of City and Department policies and procedures; ability to establish and maintain effective working relationships with associates.

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 GED and moderate experience in utility and construction materials, forklift operation and warehouse and inventory control, surplus property disposition or equivalent combination of education and experience.

Special Requirements:

Possession of Forklift certification within a reasonable time after hire.
Possession of Class D driver's license valid in the State of Tennessee.
Be proficient in Microsoft Office Suite.

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.