**Lead Utilities and Energy Services Inventory Specialist Standard Job Description**

**Classification Title:** Lead Utilities and Energy Services Inventory Specialist

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $20.96

**Job Description Summary:**

The Lead Utilities and Energy Services Inventory Specialist, under general supervision, assists in the supervision of the safe and efficient receiving, handling, storing and issuing or shipping of stock items with Utilities & Energy Services. Provides leadership to other Utilities & Energy Services Inventory Specialists in the department.

**Essential Duties and Tasks:**

**30% Stockroom Maintenance**

* Assists in the supervision of the safe and efficient moving of inventory into and out of the warehouse both physically and in the UES CMMS system.
* This will require driving a university vehicle to other utility stockroom locations.
* Maintains the stockrooms cleanliness and plans and executes the efficient utilization of available storage space.

**30% Inventory**

* Issues inventory.
* Performance of this duty will require driving a university vehicle to other utility stockroom locations in a timely manner.

**10% Receiving**

* Receives, unpacks and stores equipment, goods and supplies in proper area.
* Inspects goods received for condition and ensures order matches packing slips.

**5% Year End Count**

* Coordinates the year-end physical inventory count.
* Performs annual inventory count, which will require driving a University vehicle to various locations on and off campus.

**5% Purchasing**

* Creates purchase orders for the acquisition of materials. Expedites purchase orders and performs follow-ups as necessary.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Seven years in receiving, storing and issuing a variety of materials, supplies and equipment in an industrial environment.

**Required Licenses and Certifications:**

* Valid Texas Class “C” drivers license or the ability to obtain within 30 days of employment.
* Completion of TAMU procurement training & development program for Utilities & Energy Management Inventory Specialist within 6 months of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to comprehend oral and written instructions.
* Working knowledge of Microsoft Excel.

**Machines and Equipment:**

* Forklift
* University vehicle
* Computer

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Requires the ability to climb stairs, ladders and stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**