**University Senior Utilities and Energy Services Inventory Specialist Standard Job Description**

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

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:** $18.23

**Job Description Summary:**

The Senior Utilities and Energy Services Inventory Specialist, under general supervision, oversees and performs receiving, handling, storing and issuing or shipping of stock items within Utilities & Energy Services. Provides direction and training to Utilities & Energy Services Inventory Specialists.

**Essential Duties and Tasks:**

**30%: Stockroom Maintenance**

* Moves inventory into and out of the warehouse both physically and in the UES CMMS system.
* Maintains the stockroom cleanliness and assists in the coordination of efficient utilization of available storage space.
* This will require driving a university vehicle to other utility stockroom locations.

**30%: Inventory**

* Issues inventory.
* Transports inventory to other utility stockroom locations.
* 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**

* Assists in the coordination of year-end physical inventory count. Performs annual inventory count.

**5%: Purchasing**

* Assists in purchase orders for the acquisition of materials.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Five 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.

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

* Ability to comprehend oral and written instructions.
* Working knowledge of Microsoft Excel.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Forklift
* University vehicle
* Computer

**Physical Requirements:**

* Ability to move 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.
* Completion of TAMU procurement training & development program for Utilities & Energy Management Inventory Specialist within 6 months of employment.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**