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

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

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Minimum Pay:** $15.85

**Job Description Summary:**

The Utilities and Energy Services Inventory Specialist, under general supervision, counts cycle stock items within Utilities and Energy Services. Receives, handles, stores, and issues or ships stock items.

**Essential Duties and Tasks:**

**40%: Inventory**

* Issues inventory, requiring driving of a university vehicle to other utility stockroom locations – UIW2 and UIW3.
* Moves inventory into warehouse both physically and in the UES CMMS system.

**20%: Receiving**

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

**10%: Cycle Count**

* Performs daily, monthly and annual cycle counts of over 20,000 inventory parts, which involves working with Utilities & Energy Services CMMS system as well as Microsoft Excel to do customized reports.
* Assists in the coordination of year-end physical inventory count.

**10%: Stockroom Maintenance**

* Maintains the stockrooms cleanliness and plans and executes the efficient utilization of available storage space.

**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.
* Three 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” driver’s 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.

**Machines and Equipment:**

* Forklift
* University vehicle
* Computer

**Physical Requirements:**

* Ability to move heavy objects.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**