



**TRANSFER/PROMOTIONAL OPPORTUNITY
INVENTORY CONTROL ASSISTANT III
MILWAUKEE FIRE DEPARTMENT**

*THIS IS A MILWAUKEE FIRE DEPARTMENT CIVILIAN POSITION UNDER THE JURISDICTION OF THE
FIRE AND POLICE COMMISSION.*

PURPOSE: The Inventory Control Assistant III is responsible for inventory control of all the Bureau of Construction and Maintenance stockroom area, including all auxiliary stockroom and part storage. The Inventory Control Assistant III will order, maintain and issue supplies and materials needed for the department's operations.

ESSENTIAL FUNCTIONS:

- Orders vehicle parts and accessories for heavy and light apparatus as well as all other firefighting equipment using buildings and fleet management software
- Maintains a comprehensive barcode computerized inventory of all onsite vehicle parts
- Oversees EMS commodity and all janitorial supply orders. Approves or edits orders based on individual computer generated histories. Maintains EMS onsite inventory using a computerized barcode system
- Manages computer inventory tracking program
- Conducts and oversees annual physical inventory of all shop equipment and supplies
- Contacts vendors and buyers to acquire supplies and materials
- Performs other job-related duties as assigned

*Reasonable accommodations requested by qualified individuals with disabilities will be made
in accordance with the Americans with Disabilities Act (ADA) of 1990.*

*Conditions of Employment: Hours of work are 7:30 a.m. to 4:00 p.m. Monday through Friday. This position is subject
to recall for emergencies at all times.*

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. Three years of stockroom experience.
3. Valid driver's license at time of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Excellent organizational skills.
- Oral and written communication skills.
- Ability to work cooperatively with others.
- Ability and willingness to lift, or move and transfer objects up to 50 pounds.
- Ability to effectively plan and schedule work and meet deadlines.
- Knowledge of and ability to learn computerized barcodes and inventory program operations.
- Basic math knowledge, data entry knowledge and computer skills.
- Ability to perform detailed work and exercise independent judgment.

THE CURRENT SALARY RANGE (340) IS: \$36,902 - \$40,836 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

APPLICATION PROCEDURE: Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.

Applications should be returned to Juliet Lee Battle, Milwaukee Fire Department, 711 W. Wells Street, Milwaukee, WI 53233 by _____. Receipt of applications may be discontinued any time after that date.