

Title: Maintenance Inventory Coordinator	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Maintenance Inventory Coordinator	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the coordination of statewide Department inventories, thereby reducing equipment downtime and unneeded and obsolete stock.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Develop and maintain computerized inventory system.
- Operate and maintain inventory at effective and economical levels.
- Set up and maintain the numbering and descriptive system.
- Supervise the day-to-day activities of the inventory technician.
- Work with storerooms on procedures.
- Work with procurement on the replacement of stock items and purchase of new items.
- Work with equipment management on reduction of equipment downtime.
- Work with the Computer Services Division on maintenance of the system.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Work experience with parts or stock inventory. Work experience with the Department's stock inventory system is preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

