

**CLASS TITLE: FIRE INVENTORY/DELIVER CLERK**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision coordinates, inspects and participates in the receipt, maintenance, storage and delivery of materials, supplies, and equipment in the warehouse operation of the Tulsa Fire Department, and other related assigned duties.

**ESSENTIAL TASKS:**

- Receives and inspects in-coming materials, parts and supplies
- Issues and delivers materials, parts, supplies, and equipment to various locations throughout the city
- Inspects items to determine the need for the maintenance, repair, and upgrading of materials, parts, supplies and equipment and to ensure the items are in safe working condition
- Inspects materials, supplies, tools, and equipment to see that they are in accordance with specifications and invoices
- Stocks and restocks materials
- Checks on material availability, costs, and vendor status of overdue orders
- Maintains inventory listing using both manual and computerized inventory methods
- Operates and maintains forklift and a variety of light automotive equipment
- Cleans and maintains work areas and warehouse facilities
- Performs scheduled tests of equipment as needed by fire companies and keeps accurate records of test results
- Reports to work regularly and in timely manner

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of experience in progressively responsible storeroom or materials delivery work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of storeroom principles and practices; good knowledge of inventory maintenance and control; good knowledge of simple bookkeeping methods and procedures; good knowledge of the safety requirements of the work performed; good knowledge of the materials and supplies maintained in the fire warehouse; and some knowledge of computer software used in inventory management systems. Ability to maintain inventory and record keeping systems; ability to anticipate need for replenishing stocks; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting and carrying up to 20 pounds and occasional carrying up to 60 pounds; occasional lifting, pushing, and pulling up to 60 pounds; frequent bending, handling, and climbing; occasional reaching, balancing, kneeling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require the possession of a tanker or hazardous materials endorsement within six months of hire.

**WORKING ENVIRONMENT:** Working environment is indoors and occasionally outdoors in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, excessive dust, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, insect bites, compressed gases, and high noises; and may be required to be on holiday and emergency standby.

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**Class Code: 8507**

**EEO Code: N-08**

**Pay Grade: LT-15**

**Group: Labor and Trades**

**Series: Purchasing and Stores**

**Effective date: February 12, 2004**