



Pittsburgh
Water & Sewer
Authority

JOB ANNOUNCEMENT

POSITION: Inventory Control Supervisor
DIVISION: Administration/Warehouse
SALARY: TBD
FLSA: Exempt

POSTED: July 3, 2018
APPLICATION DEADLINE: 4:00 PM on July 16, 2018

POSITION SUMMARY: This position is responsible for maintaining the PWSA's inventory control system of materials, supplies, equipment and fixed assets using automated inventory control system.

DUTIES: Forecast inventory needs based on requests of managers, supervisors, and foremen; orders needed inventory using ERP requisition system. Maintains computerized asset management system using ERP. Writes specifications for bids; prepares bid tab analyses and makes recommendations for award. Establishes asset management policy and procedures. Issue materials and supplies manually on ERP; issue sewer materials directly to work orders using ERP. Contacts vendors for ordering and expediting deliveries; Prepares inventory reports and provides technical assistance to managers and supervisors. Compiles necessary data for management and fiscal reporting. Responsible for coordinating and managing annual physical inventories of all field locations. Responsible for proper disposal of scrap and assets. Supervises all inventory control personnel and meter repair specialist. May perform meter testing of large and small meters. Manages area of responsibility in accordance with applicable laws, regulations and established policy. Performs other duties and responsibilities as requested, required or assigned.

KNOWLEDGE/ABILITIES: Extensive knowledge of supplies, tools, materials and equipment needed and used by Authority. Considerable knowledge of inventory processes including asset classification, coding and tagging. Considerable knowledge of computerized asset management and Microsoft Office software products (i.e. Excel, Word). Knowledge of the use of barcode scanners. Applicant must possess managerial skills sufficient to plan and carry out the administration of Authority inventory control. Ability to manage and supervise others. Knowledge of various types of contracts, methods of contracting, and selection factors in awarding bids. Knowledge of accounts payable procedures. Knowledge of budget process relating to ERP inventory process. Ability to use meter test bench. Ability to operate equipment used or needed in a warehouse environment (i.e. forklift, hand trucks and dollies, 5-ton overhead crane).

GENERAL REQUIREMENTS: Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA.

Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at time of appointment or prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION/EXPERIENCE REQUIREMENT: In order to be considered eligible for this position, the application must clearly show a minimum of three years' experience in inventory control OR an equivalent combination of education and experience, Bachelor's degree in Business Administration or a related technical or administrative field is preferred.

APPLICATIONS: Available in the Human Resources Department, 1200 Penn Avenue, Pittsburgh, PA 15222 or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis as is protected by federal, state or local law.