



City of Milford  
Inventory Coordinator  
Pay Grade: 7

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**Employment Status:** Full- Time

**FLSA Status:** Non- Exempt

**Experience Required:** Three (3) years' experience in warehousing and purchasing management. CPR/AED/First Aid Certification. Environmental Oil Spill Training. NIIMS 100 (Homeland Security). A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. All motor vehicle violations will be reported to supervisor immediately. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** High school diploma supplemented by two years of college. in Business Administration, Purchasing, Accounting, Logistics, or related field.

**Direct Supervisor:** Public Works Operations Supervisor

**Supervisory Responsibility:** None

**Primary Work Location:** Warehouse

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**Job Summary:** The Inventory Coordinator is responsible for purchasing materials for the Public Works Department, maintaining inventory levels for day-to-day needs and special projects, and purchasing items through quotes or bids. This role includes generating requisitions for approval, issuing hardware from inventory, ensuring proper charges in the inventory system, and overseeing all shipping and receiving activities.

The Inventory Coordinator is committed to the mission, vision, and values of the City, demonstrating ethical conduct, community stewardship, individual initiative, and responsive service. The role requires strong technical skills, effective communication and collaboration, proper resource utilization, sound decision-making, and personal accountability.

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**Supervision Received:** Work is performed under the general supervision of the Public Works Operations Supervisor.

**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential duties:

- **Material Receiving & Inspection:** Accept, sign, and inspect all material deliveries at the warehouse and substations.
- **Equipment Operation:** Use forklifts and hand floor jacks for unloading materials.
- **Procurement & Bidding:** Prepare and process annual blanket bids for materials and hardware.
- **Inventory Processing:** Enter receiving information, process packing slips, and maintain accurate records.
- **Transformer Management:** Assign inventory numbers, create files, and label new transformers (Warning, KVA, and NON-PCB).
- **Inventory Control:** Conduct spot checks and quarterly physical counts to monitor stock levels.
- **Restocking & Reordering:** Review inventory reorder reports and ensure timely restocking.
- **Vendor Coordination:** Assist the Operations Supervisor in obtaining quotes for departmental purchases.
- **Tool & Equipment Maintenance:** Arrange for repairs and testing of tools and equipment as needed.



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- **Regulatory Compliance:** Maintain the Material Safety Data Sheet (MSDS) book for safety compliance.
- **Meter Data Management:** Verify and input serial numbers for water and electric meters.
- **Environmental Disposal:** Manage the disposal of oil spill soil, transformers, scrap metal, wood, and street sweepings, ensuring compliance with environmental testing requirements.
- **Warehouse & Yard Maintenance:** Organize materials and maintain a clean, safe work environment.
- **Additional Duties:** Perform other related tasks as assigned.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**  
An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Good working knowledge of standalone and network computers.
- Familiar with data base and/or spreadsheet software programs.
- Inventory control and warehouse policies.

**Skills**

- Able to understand written and oral communication.
- Able to efficiently and safely complete work in a timely fashion.
- Establishes and maintains effective working relations with other employees, government officials, vendors, and the general public.
- Ability to make complex decisions in a timely manner.

**Abilities**

- Operates a 10-thousand-pound forklift.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Observes and complies with safety rules and regulations.
- Operates basic office equipment.

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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director: \_\_\_\_\_

Employee: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_