



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: 18-077  
 DATE: August 28, 2018

<b>Position Title:</b> <b>Inventory Manager</b>		<b>Location:</b> <b>Hobson (North Charleston)</b>	<b>Status:</b> <b>Established Position, Full-time</b>
<b>Salary Range:</b> \$59,196.80 (\$28.46/hr) – \$91,748.80 (\$44.11/hr)	<b>Grade:</b> 111	<b>Department:</b> Water Distribution	<b>Hours:</b> 6:00am – 2:30pm Subject to 24 hr On-Call Rotation

**APPLICATIONS ACCEPTED THROUGH FRIDAY, SEPTEMBER 14, 2018.  
 WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Manages, maintains, and controls all items of consignment of Inventory Division. Supervises Inventory Technicians, and analyzes data to determine efficiency, effectiveness, and personnel utilization.

**Essential Functions:**

- Responsible for the management, maintenance and control of all supplies and equipment consigned to inventory.
- Supervises associates.
- Establish short-term objectives based on overall inventory goals.
- Formulate and recommend changes for equipment, space, and storage layouts to support inventory operations.
- Analyze facts and principles, and draw conclusions to prepare inventory analysis and reports.
- Make work assignments; coordinate work with other supported organizations; orient newly assigned associates; evaluate work performance of staff; resolve technical problems of staff; plan and supervise on the job training.
- Analyze data to determine supply efficiency, effectiveness, training requirements and personnel utilization.
- Review and obtain verification of priority requests for items not available for issue.
- Establish minimum and maximum stock levels in coordination with supported organizations.
- Screen incoming source documents (purchase orders, stock additions and invoices billed not received/received not billed) to expedite processing.
- Review and validate unserviceable assets awaiting parts for repair.
- Review and process associates sub-warehouse transfer codes request.
- Establish procedures for classification of expense and investment items.
- Establish inventory schedules, conduct inventories, research and process inventory discrepancies.
- Participate on committees related to CWS operations.
- Manage and coordinate handling of pipe and aggregate materials at offsite locations.
- Oversee and coordinate OSHA certified forklift training program.
- Conduct training sessions on proper use of equipment, tools, and safety procedures.
- Develop, review, and revise Standard Operating Procedures..
- Research and evaluate new technologies in coordination with CWS operations departments.
- Work regularly with outside vendors, manufacturers, and purchasing department to ensure product availability for day-to-day operations.
- May be required to work under emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System policy and procedures.

**Additional Duties**

- Subject to 24-hour on-call.
- Performs other duties as assigned.

**Physical Requirements, Activities, and Working Conditions**

- Occasionally positions self to move, traverse in the field as necessary to perform required work.
- Constantly works in internal / external environmental conditions.
- Routinely ascend/descend a ladder to store and retrieve supplies.
- Must be able to make visual observations in daylight and night.
- Ability to operate and maintain motor vehicle. Ability to operate forklifts and heavy duty front-end loaders as a backup during emergencies.
- Constantly operates computers, calculators, facsimile machine, two way radio, telephone and reproduction machine.
- Ability to effectively communicate in writing, verbally and with a 2-way radio, to include comprehension of complex oral and written instruction.
- Ability to receive detailed information through oral communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Occasionally positions self to maneuver objects weighing up to 50 lbs and frequently weighing up to 25 lbs. Objects greater than 50 lbs requires a two-person operation.



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- Occasionally positions self to use up to 50 lbs of force and / or up to 20 lbs of force frequently to move objects.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

**Education and/or Experience**

- Associate Degree in Business or related field and a minimum of three (3) years of related experience in stock control/warehouse environment at a supervisory level, or a combination of education and experience to equal to six (6) years in a stock control/warehouse environment.
- General knowledge of computer information systems.
- Some knowledge of the types of equipment and supplies required to support Water Distribution and Wastewater collection operations.
- Prior work record indicating dependability and conscientiousness.

**Licenses, Certifications, Registrations**

- Valid South Carolina Driver’s License required.

**Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training
- Standard Operating Instruction (SOI) per department requirements  ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

**Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Purchasing Manager

<p><b>Computer Skills: Advanced</b> To perform this job successfully, an individual should have a <b>thorough knowledge</b> of Microsoft Windows, Outlook, Excel and Word or similar software.</p>	<p><b>Mathematical Skills: Professional</b> Ability to apply concepts of basic algebra and geometry to practical situations. Ability to solve basic algebraic equations and develop budgets and spreadsheets.</p>
<p><b>Decision-making Authority: Procedural (Non-exempt)</b> Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.</p>	<p><b>Reasoning Ability: Intermediate</b> Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.</p>
<p><b>Supervisory Responsibilities: Full Line w/ HR Responsibility</b> This job supervises assigned employees and/or subordinate supervisors and is responsible for the overall direction, coordination, and evaluation of the unit(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.</p>	<p><b>Safety Sensitive Position: Yes</b> This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy ad Procedures</p>
<p><b>Language Skills: Intermediate</b> Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.</p>	<p><b>Environmental Sensitive Position: Yes</b> Charleston Water System is an ISO 14001 Certified company that promotes activities which support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CWS Environmental Management System (EMS) policies, procedures, and instructions is needed to carry out job responsibilities and requirements.</p>

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.