



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB POSTING

INVENTORY AND WAREHOUSE SPECIALIST

POSITION OVERVIEW:

JOB TITLE:	Inventory and Warehouse Specialist
REPORTS TO:	Portfolio Manager
RATE OF PAY:	\$26.00/hr.- \$36.00/hr. , DOE (up to the midpoint of pay range) HPC Benefits Package
SHIFT/ SCHEDULE:	Hourly/ Non-Exempt Union/ Non-Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC's Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

Under the direction of the Portfolio Manager, the Inventory and Warehouse Specialist performs a variety of tasks in the warehouse including ordering materials, supplies, and equipment ensuring compliance with HPC, federal, state, and local rules and regulations. The incumbent maintains inventory control, records management, and general duties as needed to enable efficient flow of materials and goods. In addition, the Inventory and Warehouse Specialist prepares electronic and paper forms for order placement and replenishing stock, operating various warehouse equipment and machinery, making deliveries to HPC properties as needed.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS:

The following functions may be performed manually or computerized:

- Manage, track, and maintain inventory and expense stock and non-stock items including ordering, receiving, shipping, unpacking, labeling, recording and organizing of goods and supplies in proper storage places. Assemble job supply orders from staff pick lists. Verify item count with packing list and check for damaged goods. Resolve any order issues with vendors and customer inquiries and concerns by telephone or in person. Customers include all HPC staff inquiries and concerns.

- Order routine and special-order materials using electronic purchasing systems and prepare purchase order according to department and/or Agency purchasing procedures; identify and order non-stocked items. Evaluate and expedite immediate acquisition of materials using purchasing card when appropriate.
- Use appropriate forms to solicit required bids and competitive pricing from multiple vendors; analyze, write RFQ, and invitation for competitive bids for goods, supplies, and equipment orders not covered by HPC, State, or US commodities contracts. Obtain telephone, faxed, or e-mail quotes and analyze to obtain goods at best value by price and availability to meet job supply orders.
- Operate a variety of warehouse equipment and machinery including forklift, pallet jack, barrel dolly, carpet machine, etc. to move, prepare and/or distribute materials. Ability to drive pickup truck, van, or other vehicle to deliver or pick up materials and equipment. Monitor and maintain routine and safety service on required equipment. Evaluate and recommend need for acquisition of new or disposal of existing equipment/machinery to enable efficient and safe use.
- Working with the Finance Department reconcile accounts; ensure transactions are processed in accordance with timelines and vendor terms. Analyze accounts, research invoices for payment, and prepare adjustment entries; review and approve billing and pay requests according to established procedures.
- Input and maintain accurate records of stock received and issued. Perform routine record keeping, and related clerical and office coordination duties including but not limited to data entry, file maintenance, general records management, and loss control.
- Preparation of purchase orders from field request/requisitions. Receive, reconcile, and distribute goods and equipment to appropriate staff, warehouse, apartment communities, and other locations.
- Receive containers and/or materials identified as hazardous chemicals. Label and prepare such materials to ensure safe storage and/or disposal in compliance with Haz-com regulations. Maintain ongoing working knowledge of Hazmat and safety regulations. Maintain Hazmat records per Seattle Fire department requirements.
- Determine useful life and viability of salvageable parts and material. Salvage used parts and materials, reclaim saleable parts and stockpile saleable or recyclable materials.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect. Work well with other employees, follow directions, and work well under pressure.
- Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; and follow all safety, health, and inventory control guidelines, practices, policies and procedures.
- Order all safety items, update safety kits, and keep records on all safety equipment issued
- Establish current warranty program; monitor, update and manage warranty requests with vendors.
- Maintain accurate inventory of maintenance parts and supplies, receive and inspect incoming materials, verify shipments against purchase orders, and record parts issued in inventory system.

- Maintain minimum and maximum inventory levels. Perform regular cycle counts by conducting periodic physical inventories investigating inventory discrepancies.
- Identify obsolete, excess, or slow-moving inventory. Track back orders and parts with long lead times.
- Prepare inventory reports. Support maintenance work orders by ensuring all parts are available to Property Management staff.
- Maintain a clean, organized, and safe Warehouse.
- Helps track fleet mileage, monthly vehicle inspections , vehicle maintenance trackers, and GPS trackers
- Drive and safely operate a motor vehicle to travel among properties owned and managed by HPC including to and from HPC main office.
- Promptly completes incident reports within 24 hours of becoming aware of them in accordance with HPC policy.
- Document all work according to HPC process.
- Maintain reliable and punctual attendance to support daily operations.
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of:
 - Standard warehouse and storage techniques; warehouse safety practices.
 - Procurement actions using automated purchase/accounting systems/inventory programs.
 - Purchasing methods and processes.
 - Oral and written communication skills.
 - Record-keeping techniques.
 - Operation of a personal computer and applicable software systems such as MS Word and Excel.
 - Local, State and Federal regulations regarding Hazard Communications (HAZCOM).
- Skills and Ability to:
 - Establish and maintain cooperative and effective working relationships with others.
 - Work respectfully and courteously with staff.
 - Plan and organize work.
 - Operate a computer and other office equipment as assigned.
 - Order parts and supplies according to established guidelines.
 - Perform basic repair of pneumatic tools, drills, and saws.
 - Wear all required personal protective equipment.
 - Must demonstrate high degree of integrity, ethics, and respect for others.
 - Align with the mission, vision, and values of HPC with a focus on serving the public.
 - Work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
 - Handle sensitive and confidential information in a confidential and professional manner.
 - Understand and execute oral and written instructions and policies.
 - Proficiency in Microsoft 365 for daily communication, document creation, and team collaboration.

MINIMUM REQUIREMENTS:

Any combination of the following minimum education and experience:

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** Three (3) or more years of recent work experience in warehouse, inventory, clerical, maintenance, or construction setting.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:** Must possess a valid State Driver's License and maintain an acceptable driving record. Proof of current liability insurance is required. Provide authorization for a criminal record background check once a conditional offer of employment has been made.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed outdoors, inside housing units, and offices in all weather conditions. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public; some weekends and holidays if on-call or the need arises.
- **PHYSICAL ABILITIES:**
 - Standing, walking, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching, or crawling; talking or hearing; ability to safely lift and carry 75 lb. a distance of 100 ft.
 - Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
 - Operate various types of power tools, janitorial equipment, and other equipment commonly used to maintain safe and sanitary living environment for residents.
 - Work involves considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 75 pounds.
 - The incumbent will use power tools as well as standard office equipment including personal computers, telephones, copiers, and related equipment.
 - Employee must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed.
- **HAZARDS:** Work environment involves some exposure to hazards or physical risks, which require following basic safe precautions. Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Contact with dissatisfied, rude, or frustrated individuals

REASONABLE ACCOMMODATIONS: HPC provides reasonable accommodations in accordance with the terms of applicable federal and state laws and in accordance with HPC's employment policies. Please contact the Human Resource Manager, Ney Calhoun at ncalhoun@pchawa.org or 253-339-1842 with any requests or questions regarding reasonable accommodations.

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and three (3) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.

- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Inventory and Warehouse Specialist- Your Last Name, Your First Name"
 - OR mail to:
 - Human Resources
 - 11515 Canyon Rd E,
 - Puyallup, Washington 98373
- Questions may be addressed to:
 - Ney Calhoun, Human Resources Manager
 - humanresources@pchawa.org
 - 253-620-5420
- DUE DATE: Open until filled.