

JOB DESCRIPTION

Position Title: Boatyard Inventory Control Specialist/Tool Room Attendant

Immediate Supervisor: Boatyard Office Manager

Position Objectives: To assist in smooth boatyard operations through effective organization of the Boatyard's tools and inventory.

Summary of Duties & Responsibilities:

Tool Room Attendant:

- Organize the tool room, stock rooms and surrounding areas and keep them clean and orderly.
- Control inventory of incoming and outgoing tools and equipment.
- Keep tools clean and in working order. Notify boatyard office manager of any tools broken or unsafe.
- Perform physical counts of tools periodically to maintain accurate inventory. Determine reasons for any inventory discrepancies. Suggest procedures to insure that discrepancies do not happen.

Inventory Control:

- Assist with purchasing of inventory items.
- Closely monitor quantities on hand so inventory does not run out.
- Receive shipments and check for accuracy. Contact vendor if there is a discrepancy or if inventory is damaged.
- Perform physical counts of inventory items periodically to maintain accurate inventory. Determine reasons for any inventory discrepancies. Suggest procedures to insure that discrepancies do not happen.
- Assist in annual total physical inventory for year end.

Education, Experience, and Knowledge Preferred:

- Minimum High School Diploma, GED, or equivalent training and work experience. Associate degree with the relevant training and work experience is preferred
- General knowledge of boats and maritime warehouse/stock room operations.
- PC literate with experience with Microsoft Outlook, Word, Excel, QuickBooks, and Access Database
- Knowledge of OSHA regulations and environmental compliance

Other:

- Must be able to occasionally lift and/or move up to 50 pounds
- Regularly works in an indoor/office environment and required to sit and/or use repetitive hand motion.

- Must comply with the policies and procedures set forth in the Port of Toledo Personnel Manual
- Must maintain a good public relations
- Must be able to pass a drug test
- Physical condition compatible with job requirements
- Must have valid Oregon Driver's License
- Must maintain a professional relationship with contact outside of the Port including: General public, Sport and commercial fisherman, Contractors and vendors, Law Enforcement and regulatory agencies

The above statements are intended to describe in general nature the level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties. Ad skills required of personnel so classified.

I have read and understand the above described summary of duties, responsibilities, and expectations for the position of Boatyard Inventory Control Specialist/Tool Room Attendant.

Employee Signature

Date

Port Manager

Date