



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
INTERNAL/EXTERNAL**

**CLASSIFICATION TITLE: Warehouse Specialist – Utilities Water Department**

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 04/09/2025

CLOSING DATE: 04/18/2025

PAY RATE: Skill Level 8

**SUMMARY DESCRIPTION:**

Generally oversees material and equipment stored in warehouse and its distributes items to crews, contractors and customers; receives, checks, transports and places items in correct location; primary responsibility of ordering and maintaining sufficient inventory of all parts, hardware, and other equipment needed by Water Department; counts stock on hand, verifies amounts and reports discrepancies; inspects, disassembles and tests hardware for restocking, repair, or disposal; prepares and maintains forms and records manually or on computer; cleans, arranges, and maintains warehouse and facilities; issues purchase orders; keeps up with and schedules equipment maintenance and repair; performs related duties upon request.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- A** **Order Filling** – Keys material sheets and enters material and equipment needed to complete jobs. Generates picking list to determine items to be pulled from stock. Pulls items from stock, delivers material to crews on site as needed.
- B** **Purchasing** – Orders parts, hardware, material, and other equipment as necessary to maintain proper inventory for Water Department. Compare prices/quotes and stays abreast of new materials and technology.
- C** **Stocking** - Checks in new material for water and sewer distribution systems. Checks in items returned by crews including items not used on job. Conveys material to designated storage area; sorts and places items on racks, shelves or in bins according to prescribed procedures. Disassembles certain returned components prior to restocking or disposal. Separates reusable from damaged items. Make sure scrap bins are emptied as needed.
- D** **Inventorying** – Takes count of material from water and sewer systems and items stored in warehouse. Verifies physical count against stock records and notes discrepancies. Adjusts errors and/or investigates and reports reasons for shortages.
- E** **Issues Purchase Orders** - Uses City computer system to issue purchase orders to Utility employees upon request and apply pricing and adjustments as necessary.
- F** **Equipment Maintenance** - Maintains log of equipment servicing needs and schedule for servicing.

Sets up and coordinates service and maintenance.

- G** General Services - Changes light bulbs, cleans warehouse and bathrooms, maintains and sweeps warehouse. Monitors dumpster and trash cans to make sure they are emptied in a timely manner. Ships material via UPS. Performs other duties on request.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of warehouse operations including receiving, storing, issuing and inventorying materials and equipment.

Working knowledge of water and sewer systems equipment.

Knowledge of Troy Utilities warehouse procedures and work rules.

Reading skills to understand charge tickets, material sheets, technical manuals and other moderately complex material.

Math skills to add, subtract, multiply and divide using decimals.

Writing skills to accurately complete forms and records.

Verbal communications skills to assist workers in obtaining materials and equipment and explain procedures.

Keyboarding skills to enter and retrieve data on computer.

Personnel skills to interact politely and appropriately with the public, customers, and employees both in person and on the phone.

Ability to issue and store materials and equipment, at times under pressure, while following correct procedures.

Ability to work independently and accomplish objectives.

Willing to work overtime, holidays and weekends in emergency situations.

Willing to participate in special training programs/classes as requested.

Must have valid Alabama driver's license and be insurable under the City's insurance carrier.

Must pass pre-employment physical and drug and alcohol test as well as participate in and pass random drug and alcohol testing.

Must be familiar and proficient with forklift operation including but not limited to loading and unloading dry van and flatbed trailers or trucks, placing material and equipment on/off shelves or on/off Utility trucks.

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## MINIMUM QUALIFICATIONS

- A. High school diploma or GED. Minimum two years' experience in warehouse operations. Experience with Incode software preferred.
- B. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- C. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

## MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the position.

<b>Essential Physical Abilities</b>
The incumbent is regularly required to sit; drive trucks; see clearly, including peripheral vision; and/or use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; lift or carry objects up to 100 pounds; and grasp, hold and toss objects.
<b>Supervisory Control</b>
None
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists of semi-skilled and manual labor and clerical tasks. The operation of equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.
<b>Scope &amp; Effect</b>
The purpose of this position is to maintain and issue material, perform inventory, and general housekeeping and work for water warehouse. To act under supervision of General Water Foreman. Success in this position results in greater efficiency and operation of the water and sewer systems.
<b>Personal Contacts</b>
Contacts are typically with employees, co-workers, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to resolve problems and provide services.
<b>Work Environment</b>
Work is performed in a truck, in a warehouse, and occasionally in the field exposing employee to high and low temperatures; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent's working conditions are typically moderately loud to very loud.
<b>Supervision Exercised</b>
Generally, none.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicants are required to pass physical examination and drug test, and have a valid Alabama Commercial Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources  
301 Charles W. Meeks Avenue  
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

*The City of Troy is an Equal Opportunity Employer.*