

Toledo Area Regional Transit Authority Job Description/Posting

Inventory Manager

Toledo Area Regional Transit Authority (TARTA) is seeking a result-driven professional, who is prepared to join a dynamic team as we embark on agency-wide transformational change. The desired candidate will be committed to collaborative and inter-departmental leadership goal setting and performance metrics and streamlined workflow processes; is accustomed to working in a fast-paced environment; and promotes a highly innovative workplace.

Position Summary

Oversees the activities of TARTA's inventory control functions involving the maintenance of equipment inventory records, and administration of the quality receiving unit.

Duties and Responsibilities

- Evaluates material requisitions to determine stocking levels.
- Develops and revises computerized inventory control system requirements to ensure the availability of required material.
- Plans and oversees special projects related to the control of capital and material inventory; identifies cause of problems.
- Oversees the material planning of TARTA's operations inventory.
- Prepares reports and presents information to other departments.
- Represents department management at meetings with clients and suppliers.
- Oversees the inspection of inventory items to ensure compliance with established procedures and requirements.
- Oversees subordinates in the development and maintenance of computerized parts catalogs.
- Ensures item catalog update data is updated in a timely and accurate manner and communicated to Maintenance and Parts staff.
- Accounts for subordinate and personal compliance with all of TARTA's safety rules, policies, and procedures.
- Reviews and approves client requests for new inventory item set ups.
- Ensures the timely and accurate response to requests for technical assistance and resolves any discrepancies.
- Ensures integrity and accuracy of inventory data records.
- Establishes and maintains inventory stocking guidelines.
- Attends committee meetings as requested.
- Analyzes monthly material account information for posting to general ledger.
- Administers an annual agency-wide equipment inventory, quarterly random sampling inventory project and ongoing sequential inventory project.
- Processes, compiles, prepares and publishes scheduled and ad hoc departmental reports.

May be required to perform other related job duties.

Essential Knowledge, Skills and Abilities

Knowledge of (defined as a learned body of information that is required for and applied in the performance of job tasks)

- Theories, principles, and practices of quality receiving, inventory control and equipment inventory, procurement, and material requirement planning.
- Applicable local, state, and federal laws, rules, and regulations governing salvage/surplus disposal and recycling for a public transportation agency.
- Preventative maintenance programs, intervals, requirements, and procedures for large transportation vehicles of various original equipment manufacturers (OEMs).
- Vehicle systems, parts and components used on various fleet types and models of large transportation vehicles.
- Development of illustrated part catalog for various transit vehicles.
- Maintaining and updating on-line illustrated parts catalog in an enterprise environment.
- Maintenance and material management systems.
- Principles of supervision.
- Applicable business software applications such as Microsoft Office Suite.

Skills in (defined as the proficient manual, verbal, or mental utilization of data, people, or things)

- Planning, organizing, and monitoring the work of an inventory control department.
- Analyzing situations, identifying problems, and recommending solutions.
- Exercising judgment and creativity in making decisions.
- Communicating effectively orally and in writing.
- Interacting professionally with various levels of TARTA's employees and outside representatives.
- Utilizing computerized inventory systems.

Abilities to (defined as a present competence to perform an observable behavior or produce an observable result)

- Apply inventory control principles.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Determine strategies to achieve goals.
- Prepare comprehensive reports and correspondence.
- Supervise and train subordinate staff.
- Travel to offsite locations.
- Read, write, speak, and understand English.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Education

- Bachelor's Degree in Business, Public Administration, or a related field

Experience

- Two years of relevant senior or lead-level experience in a bus maintenance environment of a mid-sized public transportation agency using a maintenance and material management system and management report writer in an automated warehouse or inventory control system; experience with Oracle based Maintenance and Material Management system and Crystal management report writer is preferred.

Certifications/Licenses/Special Requirements

- Valid Ohio Class C Driver License

Special Conditions

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. TARTA provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Typical office situation
- Close exposure to computer monitors and video screen
- Stockroom or warehouse

Physical Effort Required

- Sitting at a desk or table.
- Operate a telephone or other telecommunications device and communicate through the medium.
- Type and use a keyboard and mouse to perform necessary computer-based functions.
- Communicating through speech in the English language required.

Please submit a cover letter and resume to: tartacareers@tarta.com.

Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity (EEO) employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.