

Patterson Pump Co

Inventory Clerk

Department: Inventory

FLSA Status: Non-Exempt

Grade/Level: 3

Job Type: Regular

Work Schedule:

Monday - Friday Additional hours as needed.

Job Status: Full Time

Reports To: Inventory Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Perform cycle counts.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Record cycle counts on count sheet.
- Store items in an orderly and accessible manner in warehouses, supply rooms, or other areas. This will require the operation of a lift truck in most cases.
- Mark stock items using identification tags, stamps, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determine proper storage methods and stock location based on environmental factors and physical capabilities of location.
- Prepare records (NCR, work orders) on the use and/or damaged stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to team leaders, QC, or supervisors.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
- Dispose of damaged or defective items or return them to vendors per disposition determined by QC.

- Issue or distribute materials, products, parts, and supplies to internal or external customers, based on information from picking/packing lists or other written instructions.
- May confer with engineering planners or purchasing personnel on shortages.
- Prepare products or assemble them as necessary.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).
- Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: 6 plus months of experience
Must be able to operate a lift truck or obtain a lift truck operators license.

Computer Skills: Must be able to use Syteline and other required programs.

Certifications & Licenses: Lift Truck

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C
Walk	F
Sit	O
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	F
Climb	O
Crawl	N
Squat or Kneel	O
Bend	F

Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	O

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Ability to wear Personal Protective Equipment (PPE) - Safety Shoes, Hearing Protection, Eye Protection
- Sense of Balance

WORK ENVIRONMENT

Manufacturing shop floor environment. Cold in winter, hot in summer.

Prepared By: _____ Date: _____
Approval: _____ Date: _____
Approval: _____ Date: _____
Approval: _____ Date: _____
Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.