



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Inventory Specialist
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Utilities Operations Manager or Utilities Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION:

Responsible work in the operation of a moderate to large warehouse. This position is responsible for receiving, storing, issuing, and maintaining a wide variety of supplies, materials, and equipment for the City of Brooksville. Work involves the safe and efficient handling of inventory, operation of warehouse equipment, and ensuring accurate stock control. The role also includes, keeping work areas clean and organized, and supporting City operations through timely and accurate inventory management. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Receive, inspect, and properly store incoming supplies, materials, and equipment.
- Utilize hand trucks, forklifts, or other handling equipment to load/unload and move materials to and from trucks.
- Enter requisitions, receipts, and inventory updates into a computerized inventory system.
- Perform daily cycle counts and assist in quarterly and year-end inventory counts.
- Purchase, receive, secure, and issue non-stock items as needed.
- Operate small to medium-sized forklifts and small to large-sized trucks for material transport.
- Maintain a clean, organized, and safe storeroom, work area, and outside yard/property.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of warehousing methods, procedures, and safety practices.
- Knowledge of materials, supplies, and equipment commonly used in municipal operations.
- Skill in making accurate arithmetical calculations.
- Ability to work with large, complex computerized inventory systems.
- Ability to maintain accurate inventory and stock control records, and prepare related reports.
- Ability to operate computers, forklifts, and trucks safely and efficiently.
- General knowledge of water and wastewater utility operations, fittings, and materials.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, climbing a ladder, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE: High school diploma or equivalent (GED). At least one (1) year of warehousing experience, including inventory and recordkeeping. Experience using personal computers for inventory control. Prior experience in the utility field or plumbing background, preferred. Possession of a valid driver's license and an acceptable driving record is required.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE