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| |  | | --- | | https://agency.governmentjobs.com/images/AgencyImages/KC_logo_transbg.gif | | Invites Applications for the Position of: | | **Inventory Purchasing Specialist II   Apply online at** [**http://www.kingcounty.gov/jobs**](http://www.kingcounty.gov/jobs) |   *King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.* |
| **OPENING DATE/TIME:** 11/27/19 12:00 AM (GMT -8:00)  **CLOSING DATE/TIME:** 12/22/19 11:59 PM (GMT -8:00)   |  | | --- | | **SALARY:** $28.08 - $34.16 Hourly |   **LOCATION:** Cedar Hills Landfill - 16645 228th Ave SE, Maple Valley  **JOB TYPE:** Career Service, Full Time, 40 hrs/week  **DEPARTMENT:** DNRP - Natural Resources & Parks  **JOB NUMBER:** 2019-10965  **SUMMARY:**  The Solid Waste Division of King County Department of Natural Resources and Parks is looking for an experienced Inventory Purchasing Specialist in their Stores unit! This position will perform heavy-duty truck/equipment parts inventory maintenance, control, and purchasing functions. Under the direction of a Stores Lead, this position will also be responsible for receiving and distributing supplies and materials to other employees and customers, ordering and stocking of supplies, and pick-up and delivery of items as required. This position will use a forklift in the process of their work and may be required to work with hazardous materials.  Currently, we are recruiting for one (1) Career Service Inventory Purchasing Specialist II position.  However, this recruitment may be used to create a list of competitive candidates to fill similar vacancies and/or temporary assignments. The temporary assignment could be a special duty opportunity for current eligible King County employees or a Term Limited Temporary position for external candidates.  **WHO MAY APPLY:** This position is open to all qualified applicants. ***King County and The Solid Waste Division (SWD****)* ***values diverse perspectives and life experiences and encourage people of all backgrounds to apply, including people of color, women, people with disabilities, and veterans***.  **FORMS AND MATERIALS REQUIRED:** To be considered for this position, applicants must submit **(1)** a King County application form, **(2)** resume and **(3)** a letter of interest detailing your background and describing how your education and experience meets the qualifications and has prepared you to perform the essential functions of the job.  **WORK LOCATION:** Cedar Hills Landfill, 16645 228th Avenue SE, Maple Valley, WA 98038.   **WORK SCHEDULE:** This position works a 40 hour workweek, and may be required to work alternative or flexible work schedules to support core service hours. Service hours are weekdays 6 a.m.-9 p.m., and weekends 6 a.m.-4:30 p.m.  Evening and weekend work may be required. This position is non-exempt from the Fair Labor Standards Act and is overtime eligible with prior supervisor approval.  **SELECTION PROCESS:** Application materials will be screened for clarity, completeness, and technical qualifications. The most competitive candidates will be invited to a panel interview along with a skills test.  **OPERATIONS SECTION:** The operations section of the Solid Waste Division operates a solid waste transfer and disposal system for residents and businesses in King County (except for Milton, Seattle). The operations section is responsible for the transfer facilities, transportation, maintenance shop (maintaining the division's heavy equipment, vehicles and facilities), landfill operations, landfill gas and wastewater, commercial garbage collection companies and self-haulers (business and residential) bring solid waste to the transfer facilities, where it is located into large transfer trailers and hauled to the Cedar Hills Regional Landfill for disposal. At the landfill, a network of environmental controls ensures the byproducts of the decomposing waste are captured and managed.    **EXAMPLES OF JOB DUTIES:** • Receive, store and issue supplies and materials primarily for the repair and maintenance of heavy duty trucks and equipment. • Maintain and update computerized purchasing/inventory records. • Input and research inventory and direct purchases, disbursements, inventory adjustments and the history of parts use. • Monitor stock levels and assist with physical inventory and cycle counting. • Assist mechanics and other customers with catalogs to determine parts required. • Pick up, deliver, load and unload items as required. • Perform warehousing functions using forklift and other material handling equipment. • Parts counter coverage supporting Maintenance Shop, Solid Waste Division Crews and transfer stations. • Assist in the storage and handling of hazardous materials. • Other duties as assigned.  **REQUIRED SKILLS:** • A minimum of one (1) year of experience as a heavy equipment/truck parts purchaser or heavy duty equipment/truck parts inventory maintenance and control; or experience in working with heavy equipment and ordering truck parts using an automated and computerized inventory and ordering system that provides the required knowledge, skills and abilities to perform the work. • Demonstrated  knowledge of heavy duty equipment and truck parts • Demonstrated knowledge of an automated inventory purchasing system • Excellent oral and written communication skills and interpersonal skills • Problem solving and analytical skills • Excellent customer service skills • Computer skills including the use of Microsoft Office Suite • Multitasking and time management skills • Skill in operating forklift and other material handling equipment • Ability to interpret and evaluate manuals and catalogs • Ability to apply decision making and conflict-resolution knowledge in a professional manner • Ability to perform basic to intermediate arithmetic calculations • Ability to research and locate part numbers and descriptions in equipment catalogs  • Ability to perform basic accounting and bookkeeping calculations related to purchasing   **THE MOST COMPETITIVE CANDIDATES WILL POSSESS**: • A minimum of two (2) years of heavy equipment/truck parts purchasing or counter customer service experience; or a minimum of two (2) years of experience in a high-volume heavy duty equipment supply organization or equivalent work experience • Working knowledge of CCGFaster inventory software  **NECESSARY SPECIAL REQUIREMENTS:** An offer of employment will be contingent upon the following: • Verification of a valid Washington State Driver License is required upon hire • Forklift certification or ability to obtain certification within (90) days of hire • Successful pre-employment physical examination  **PHYSICAL ENVIRONMENT/REQUIREMENTS:** The candidate must be able to work in a high traffic maintenance facility with possible adverse conditions such as noise and dust. The candidate must also have the ability to lift at least 50 lbs. at least once daily with or without assistance.   **UNION MEMBERSHIP:** This position is represented by Joint Units Agreement, Teamsters Local 117.   **WHO TO CONTACT:** If you have any questions about this position, please contact Roxanne Malatesta, Human Resources Analyst at 206-477-5210 or via email at [Roxanne.malatesta@kingcounty.gov](mailto:Roxanne.malatesta@kingcounty.gov) OR Jemima McMahon, Human Resources Analyst at 206-477-4002 or via email at [Jemima.McMahon@kingcounty.gov](mailto:Jemima.McMahon@kingcounty.gov).  https://secure.neogov.com/images/AgencyImages/jobposting/1255/jobpostings/image/SWD%20HR-Job-Posting-Banner-121317-1.jpg |
| |  | | --- | | **Note: Online applications are preferred. However, if you cannot apply online, go to** [**www.kingcounty.gov/jobs**](http://www.kingcounty.gov/jobs) **for other options.**  **If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.** | |

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| **Inventory Purchasing Specialist II Supplemental Questionnaire** | | |
| \* | 1. | How many years of experience do you have as a heavy equipment/truck parts purchaser or heavy duty equipment/truck parts inventory maintenance and control? NOTE: If you choose years of experience, your application materials must demonstrate experience in these areas. |
|  | | Checkbox More than 0, but less than 1 year of experience Checkbox At least 1, but no more than 2 years Checkbox At least 2, but no more than 3 years Checkbox At least 3, but not more than 5 years Checkbox More than 5 years Checkbox None |
| \* | 2. | How many years of equivalent experience do you have in working with heavy equipment and ordering truck parts using an automated and computerized inventory and ordering system? NOTE: If you choose years of experience, your application materials must demonstrate experience in these areas. |
|  | | Checkbox More than 0, but less than 1 year Checkbox At least 1, but no more than 2 years Checkbox At least 2, but no more than 3 years Checkbox At least 3, but not more than 5 years Checkbox More than 5 years Checkbox None |
| \* | 3. | If you selected a number of years of experience above, list the area(s) and name of employer(s) where you have work experience requiring knowledge in this area. Do not write "see resume", as it will be considered an incomplete response. |
| \* | 4. | How many years of experience do you have with customer service? NOTE: If you choose years of experience, your application materials must demonstrate experience in these areas. |
|  | | Checkbox More than 0, but less than 1 year Checkbox At least 1, but no more than 2 years Checkbox At least 2, but no more than 3 years Checkbox At least 3, but not more than 5 years Checkbox More than 5 years Checkbox None |
| \* | 5. | What level computer skills do you have? This includes the use of Microsoft Office Suites. You may be tested based on the level you select down below. NOTE: If you choose a level of skills, your application materials must demonstrate skills in these areas. |
|  | | Checkbox Beginner Checkbox Intermediate Checkbox Advance Checkbox Not applicable |
| \* | 6. | Do you have working knowledge of CCGFaster inventory software? |
|  | | YesYes    NoNo |
| \* | 7. | If you answered yes to the above question, list the area(s) and name of employer(s) where you have work experience requiring knowledge in this area. Do not write "see resume", as it will be considered an incomplete response. |
| \* | 8. | Do you have the ability to lift at least 50 lbs at least once a day without any assistance? |
|  | | YesYes    NoNo |
| \* | 9. | Please check the following types of employment statuses that are of interest to you. Check all that apply. |
|  | | Checkbox Career Service (Regular) Checkbox Special Duty (applicable only to eligible KC employees) Checkbox Term-limited Temporary Checkbox None of the above |
| \* Required Question | | |