



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1032

CATEGORY: Management & Organizational Functions

Public Works Fleet Management/Inventory Clerk

Description Summary:

Under direction, performs data entry and skilled work in a variety of tasks to complete the stocking and inventory requirements of County vehicles, equipment, parts, supplies and materials. You may also be required to operate light equipment and vehicles and to perform other duties as required. Duties are to be performed with all due care and attention to safety and regulation.

Position Duties:

1. To maintain a machine, equipment, and vehicle parts stock and inventory of same to efficiently and economically provide for the repair of County equipment and vehicles.
2. To assist in obtaining price quotations from suppliers, order, receive/pickup/return, track, and distribute/deliver all parts, repairs, supplies and materials required by the public works shop, as directed by the shop foreman.
3. To maintain a complete inventory control of the following:
 - all parts, repairs, fuels, oils, blades and cutting edges, steel stock, mobile radios, equipment and vehicles.
4. To answer phones and telephone inquiries in the absence of the Public Works Job Costing Clerk and to notify appropriate personnel of messages obtained.
5. To record and report the sale of all used culverts, blades, and other sales originating from the public works yard.
6. To enter/complete appropriate data entry (computer, work orders, time sheets, etc.) as directed by the Shop Foreman.
7. To keep accurate records regarding fuel recording (gas, diesel & natural gas), and to order fuel for the public works maintenance yard tanks, as well as grader remote tanks.
8. To maintain equipment and vehicles hour and mileage readings.
9. To record, code, complete, and maintain invoices and purchase orders as directed by the Shop Foreman.
10. To maintain effective public relations with other County employees, ratepayers, Councillors, the general public, and to present a positive County image.
11. To maintain the confidentiality of all records and only release information as directed by the Shop Foreman.
12. Such additional duties as may be required from time to time by the Public works Shop Foreman.

Effective

Policy Date: 05/12/20

Reference: Res. #05-788

Revision: Res.#06-531

