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Inventory/Warehouse Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV318	**Business Services & Support**	**Inventory/Warehouse Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**October 5, 2026**

The Inventory/Warehouse Specialist, under the direction of the assigned supervisor, performs a variety of duties in the area of ordering, receiving, stocking, organizing and issuing materials/ supplies; manufactures signs and prints a variety of materials; maintains computer inventory records.

Job Description

DUTIES AND RESPONSIBILITIES

- Issues supplies, materials, maintains equipment, and stocks inventory ensuring all stocked items are verified and accounted for the various County facilities.
- Receives delivered supplies, materials, and equipment confirming that delivered goods match order specifications to include quantity, condition, etc.; establishes new inventory stock items and ensures items received are consistent with contract pricing.
- Utilizes the computer system (SAP & M4) to account for issues, returns, receipts of new material and back orders; inputs essential data and adheres to strict Purchasing guidelines.
- Processes item returns and ensures accurate processing of required credit memo invoices through the supervisor.
- Initiates shopping carts, purchase orders, and goods receipt transactions for materials which include, but not limited to, sign manufacture materials, custodial supplies, and auto parts, etc.
- Manufactures traffic and non-traffic signs, event banners, logos, decals, stationery, business cards, and any other related forms; prints a variety of documents as requested for meetings, training, special events, etc.

- Processes completed work orders for new and repaired traffic, street, facility, and other specialty signs; assists in the development of cost estimates for the respective departments.
- Unloads, sorts, marks, and arranges stock items to facilitate availability of items/materials; evaluates stock items for usage patterns and adjusts inventory levels as needed; delivers a variety of stationery, business cards, and any other related documents.
- Organizes and maintains warehouse and inventory for efficient material storage handling; maintains labeling system on each stock item; manually stocks inventory with items received or returned.
- Conducts monthly physical inventory of materials; completes physical inventory count on an annual basis; responsible for surplus disposal.
- Prepares and maintains a variety of records, logs and files related to assigned duties; compiles data for reports and prepares and reviews inventory lists, state and/or city price agreements/contracts.
- Responsible for the cleanliness and organization of assigned work areas.
- Performs other job-related duties as requested or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Five (5) years of experience in warehousing, inventory control and/or sign manufacturing; OR any related combination of education from an accredited college or university or related experience in this occupation totaling five (5) years may substitute for the required education and experience and may be interchangeable on a year-for-year basis.

  *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must successfully complete a background investigation.

- Employee must be able to work flexible hours.

WORKING CONDITIONS

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor duties may be performed on uneven surfaces and asphalt when working in the warehouse yard.
- Employee must be physically able to lift and/or move equipment, supplies and materials handled at the County warehouse during the manufacture of signs.
- A warehouse ladder is used continually in the performance of indoor duties.
- Potential hazards include exposure to fumes/odors from chemicals, battery acid, fluorescent bulbs, drain opener, bleach, adhesives, and paint.
- Work hazards or potential work hazards include climbing of warehouse ladders, heavy lifting, operation of forklift and other hazards inherent in work performed in a warehouse.
- Work may be performed at a correctional facility with exposure to noise, possible contact with inmates, and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a variety of warehouse equipment including calculators, computers, barcode scanners, plotters, copiers, binders, collators, forklift, pallet jack, handheld and manual material cutting tools/equipment, squeeze roll applicators etc.
- Worker uses a wide variety of work aids, including warehouse ladder, two-wheel dolly, four-wheel cart, forklift, pallet jack and barrel dolly.
- Worker uses an automobile, van, or light truck in deliveries.
- Worker also handles various items including furniture, cleaning equipment, auto parts, office furniture and cabinets, truck tires, batteries.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to read, understand and apply knowledge of general safety procedures involving lifting, stocking and uncrating items.

- Must be able to apply knowledge of inventory supply computer system.
- Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- Must be able to understand and follow written directions in English.
- Must be able to read and understand and apply information gained from parts catalogues.
- Must be able to apply knowledge of basic mathematics.
- Must be able to apply knowledge of tools, machines, materials, and methods used in performance of essential duties.
- Must be able to apply knowledge of safety and sound operating procedures.
- Must be able to work and communicate effectively with other County employees.
- Must possess the ability to maintain accurate daily invoices and crosschecks.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for up to eight hours per day.
- Must be able to sit up to three hours per day with breaks as needed.
- Must be able to lift up to an estimated 70 pounds from ground to waist level or from ground to shoulder level and/or from ground to overhead as needed.
- Must be able to tilt heavy objects to load onto dolly or cart, including large truck tires weighing 146 pounds.
- Must be able to climb stairs up to ten times per day or warehouse ladders as needed on a frequent basis and maintain balance while climbing and standing on warehouse ladder.
- Must be able to kneel/crouch for short periods on an occasional basis as needed when retrieving items from lower shelves or ground levels.
- Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis while lifting objects and maintain balance if on warehouse ladder.
- 8 Must be able to push/pull with sufficient force to position pallet jack into loaded pallet, approximately 75 pounds pressure.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
- Must be able to use finger dexterity in the use of computer terminals.
- Must be able to coordinate the use of hands and eyes in the performance of essential duties.
- Must have sufficient eyesight to perform essential duties.
- Must be able to use legs and feet to stand/walk, climb/descent stairs or warehouse ladders when needed.
- Must have sufficient balance to climb ladders and perform duties on top of warehouse ladder.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.