

## JOB DESCRIPTION

**Job Title:** Inventory Control Operator I

**FLSA Status:** Non-Exempt

**Salary Grade:** 2

### PURPOSE OF POSITION

The Inventory Control Operator will support the day-to-day operation of the material warehouses and storage.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Inventory Control Operator series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

### SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles.
- This position has no formal supervisory responsibilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Perform the functions of material processing following the established inventory control procedures. Maintain an orderly and continuous throughput of goods in and out of the area.
- Promote safety and practices safe work habits while complying with all company policies and procedures.
- Provide timely movement of materials throughout the operation to support each department's needs.
- Perform stock keeping functions for incoming and outgoing goods including receipt verification, stocking of goods, packaging, inventory cycle counting and annual physical inventory, goods location maintenance and picking up orders.
- Perform functions in the materials management system during physical inventory and cycle counts or as otherwise may be required to support the operation of the department.
- Adhere to guidelines, SCRRRA's standard operating procedures and all Board of Director's approved Policies and Procedures for inventory control.
- Perform inventory replenishment orders for new and repairable material. Analyze inventory usage and stocking levels to minimize stock out and disruption in supply of material.
- Maintain all paper and electronic files as assigned.
- Load and unload goods from vehicles and assist in securing shipments to vehicles, trailers, etc.
- Operate equipment including pallet jacks, forklifts, bridge cranes, and truck borne lifting equipment.
- Ensure all tools and equipment are in safe and proper operating condition before using them.
- Assist contractors and vendors in researching and identifying parts for customers.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.



## MINIMUM QUALIFICATIONS

### Education and Experience

- High school diploma, GED, or its equivalent.
- A minimum of three (3) years of work experience in a warehouse or inventory control.
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class "C" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Navigation of and data entry into Windows-based financial and asset management programs and handheld data collection devices
- Inventory control procedures
- Material resource planning and warehouse management systems
- Safety and security procedures

#### Skilled in:

- Attention to detail
- Verbal and written communication
- Organization and time management
- Problem solving
- Customer service
- Troubleshooting

#### Ability to:

- Adapt to changes in work processes in a fast-paced environment with minimal supervision
- Learn new responsibilities quickly
- Relocate from one base facility to a different base facility based on SCRRRA business needs
- Analyze, interpret, and react to data and report information
- Conduct research
- Work a variety of shifts, including overnight, weekends, and holidays

## PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication



- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

### **Working Conditions**

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last Updated: October 2025

