

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Inventory & Store Spec III  
**Functional Title:**  
**Job Posting:** 16179  
Monthly Salary: \$2958.68  
Salary Group: A14  
Posting Date: 02/26/2016  
Close Date: 03/14/2016  
Section/Division: Staff Services Section/ Human Resources & Staff Services Div  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1578

### **Job Description:**

Provides property management support for asset management and fleet operations for the Texas Commission on Environmental Quality (TCEQ). Coordinates/conducts fleet maintenance, and produces related reports using the automated inventory accounting system Tabfusion. Coordinates/reviews procurement documents, assigns inventory numbers to agency equipment, and affixes inventory tags to equipment. Coordinates/conducts annual and special inventories of agency property, and investigates reports of lost or missing equipment. Assists in reviewing asset accounting documents for accuracy, in compliance with State Property Accounting (SPA) guidelines. Issues vehicles from/returns vehicles to the agency motor pool. Maintains required records of central fleet vehicles. Maintains the on-line vehicle schedule and use reports to ensure accuracy. Designates and arranges all vehicle maintenance and repairs on the agency central fleet vehicles. Coordinates/assists in coordinating the receipt and delivery of equipment from the surplus warehouse; maintains inventory records of warehouse contents; and maintains the warehouse in accordance with professional work standards and accepted business practices. Coordinates/assists in coordinating the pickup, transfer, and disposition of surplus property for TCEQ, and the sale of surplus property/equipment in accordance with state rules and guidelines. Assists with mail center functions, including sorting, date stamping, and processing incoming and outgoing mail, as workloads allow or necessitate.

**Military Occupational Specialty (MOS) Codes:** 19D, 51C, 88H, 89A, 89B, 92F, 92Y, 92Z, 90A, 91A, 920A, AO, LS, SH, SK, 420, 0431, 2311, 3000, 3043, 3112, 6042, 6672, 2GoX1, and 2SoX1

### **Minimum Qualifications:**

Two years of full-time experience in supply, inventory, or warehouse work, one year of which must have been technical work within an automated inventory control system.

### **Preferred Requirements:**

Experience conducting and/or monitoring inventory on stock and/or merchandise.  
Experience coordinating disposals of surplus property.  
Experience working on multiple assignments at once.  
Experience in using Microsoft Word, Excel, and/or Outlook.  
Experience using automated inventory accounting systems.

### **Special Requirements:**

Moving up to 50 pounds of miscellaneous equipment.

Traveling up to 20% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer