

ORGANIZATIONAL CONTEXT

Job Title	EAMS Inventory SP Owner
Job Code	Coordinator - 1
Grade	5
Affairs	Asset
Department	Roads O&M
Section	Business
Team	Enterprise Asset Management Systems Team
Date last updated	26 March 2014

JOB CONTENT

Role Objective

Responsible for providing data integrity, data cleansing and data verification of all drainage and roads-related assets

Job Roles & Responsibilities

1. Reports to **Functional Lead**
2. Spare Parts Inventory data specification, standards and coding
3. EAMS Maximo Spare Parts Warehouse Inventory Implementation or Interface to current inventory system
4. Responsible for introducing best practice processes with respect to Maximo for Inventory control of spare parts and its data
5. Responsible for setting up of master data for spare parts inventory relating to Material numbering, Location, Coding, Issue, Replenishment and Stock-counting
6. Responsible for the EAMS Inventory Master files - creation and custodian, as well as data sourcing and mapping
7. Participate and provide input in discussions/workshops for developing/reviewing the project deliverables within workstream and provide feedback within the specified time frame as per the project plan
8. Ownership of project workstream deliverables
9. Producing Project checkpoint Reports for Project Managers relating to the overall workstream performance and outstanding issues
10. Coordinate project activities with **Project Manager** and project **Leads**.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Professional Certification level
- 10+ years' experience in inventory Management, Engineering or infrastructure maintenance

Desirable

- Practical experience of inventory management
- Sub-project management experience desirable

Technical Knowledge

- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Familiar with Asset Management, Highway Maintenance, Health and Safety, and Quality Standards and Regulations

The Individual

- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Manage their time and team effectively and be self-motivated
- Excellent communication and organizational skills
- Good decision making skills