



City of Ames
Maintenance Records and Inventory Specialist

SALARY	\$40.62 Hourly \$42,244.80 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	26-4109-02
DEPARTMENT	Electric Services	DIVISION	Power Plant
OPENING DATE	01/13/2026	CLOSING DATE	1/27/2026 5:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	UOE-PP
RESIDENCY	Yes	RESIDENCY	https://cityofamesgis.maps.arcgis.com/apps/webappviewer/index.html?id=4d1ebb2bc3144fb0bf1591ad7a1e34e1
REQUIREMENT?		REQUIREMENT	
		AREAS	

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline. Ensures the tracking of records, stocks, and resources related to the Power Plant maintenance work and collaborates with other employees, management, contractors, and vendors. Manages the Computerized Maintenance Management System (CMMS) for the Power Plant. Works with Maintenance Foreman and Storekeeper to prepare for all future maintenance work and have parts and detailed work orders ready in advance. Performs related work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

A written exam is scheduled for Monday, February 2nd at 3:00 pm. All applicants that meet the minimum qualifications will be invited to participate in the written exam.

Benefits: Our comprehensive benefits package can be viewed at: [Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF](#)

Examples of Essential Job Functions

Examples of Essential Job Functions: Manages maintenance records and maintains control of all inventory items purchased or produced. Responsible for the Computerized Maintenance Management System (CMMS), keeping it current with all maintenance records; reviewing completed work orders and updating the CMMS accordingly; ensuring all Power Plant assets are in the CMMS and correct categorizing is in place; keeps asset health tracking up to date. Maintains preventive maintenance procedures connected to each asset. Ensures all maintenance activity is recorded. Maintains equipment manuals for the proper maintenance of machinery and equipment. Ensures compliance with all established internal maintenance and inventory control procedures. Analyze inventory usage history to establish reorder

points and inventory levels of stockable items. Work with Power Plant staff and Engineering for material requirements for special projects. Initiates requisitions for stockable material and route for appropriate approvals. Processes material invoices and routes for appropriate signatures. Works with Storekeeper to resolve inventory problems or obtain product information. Reviews and researches product catalogs for requested materials or alternate bid materials. Operates forklift, automobiles, small trucks, and vans.

Other Job Functions: Obtains reports from computers as needed; stages parts for planned maintenance.

Equipment Used to Perform Essential Functions: Automobiles, pickup trucks, vans, and forklifts; general office equipment; computer and peripheral equipment; database software; phone and two-way radio; a variety of printed materials; general purpose power tools, hand tools, and maintenance equipment; and a variety of safety equipment and clothing.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: An associate's degree in accounting, bookkeeping, computer applications, or a related field, and two years of experience in materials management and/or inventory control; or High School Diploma, HiSet, or GED and 5 years of work experience in storekeeping, warehousing, accounting, or similar experience.

Licenses and Certification: Most possess a valid driver's license.

Knowledge, Skills, and Abilities Required to Perform Essential Functions: Knowledge of inventory management and warehouse operations. Knowledge of general accounting and bookkeeping procedures. Knowledge of general office procedures, practices, and equipment including Microsoft Excel and Access and report writing software. Knowledge of purchasing and billing procedures. Knowledge of transportation and freight systems. Knowledge of all safety rules as stated in the adopted safety manual.

Ability to perform basic mathematical calculations. Ability to communicate orally and in writing. Ability to establish and maintain effective working relationships with supervisors, coworkers, other City employees, contractors, vendors, and the general public. Ability to learn general nomenclature and use of materials and parts used in Power Plant maintenance. Ability to organize, analyze, and maintain computerized records and reports. Ability to operate City computer hardware and software programs. Ability to operate automobiles, small trucks, and vans.

Supplemental Information

Required Physical Activities: Reaching, finger dexterity, grasping, talking, hearing, stooping, kneeling, standing, walking, pushing, pulling, lifting, and repetitive motions.

General Physical Characteristics: The work involves sitting approximately 25 percent of the time; sitting and using arm/leg controls approximately 10 percent of the time; standing (but not walking) 5 percent of the time; standing and walking 60 percent of the time; frequently lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; frequently lifting objects from 25 to 50 pounds; and routinely lifting of objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at a distance close to the eyes.

Environmental Conditions: The work is performed inside and/or outside and includes being exposed to mechanical hazards, chemical hazards, and oils.

Veteran's Preference Points: The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5294) prior to the close date of the posting in order to receive Veteran's Preference Points.

Selection Process: The selection process consists of an evaluation of education and experience; written exam; phone interview; on-site interview, which will include an oral exam and manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Depending on the number of qualified candidates, the City may forego phone interviews.

Residence Requirement: The required residence area is the area bordered by the Boone and Story County lines on the north and south, State Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included. After completing his/her probationary period, a new employee shall, within three (3) months, reside within the residency area. The department head may allow an employee up to an additional three (3) months if the employee provides documentation of financial commitment to move within the residence area.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer	Address
City of Ames	515 Clark Ave
	Ames, Iowa, 50010
Phone	Website
515-239-5199	http://www.cityofames.org/jobs

Maintenance Records and Inventory Specialist Supplemental Questionnaire

***QUESTION 1**

Do you have an associate's degree in Accounting, Bookkeeping, Computer Applications, or a related field? If so, please specify.

***QUESTION 2**

How many years of experience do you have in materials management and/or inventory control?

- Less than 2 years
- 2-4 years
- 5 or more years

***QUESTION 3**

Please describe your experience with inventory management and warehouse operations.

***QUESTION 4**

Please check the areas below in which you have general knowledge:

- General Accounting
- Bookkeeping Procedures
- General Office Procedures
- Purchasing and Billing Procedures
- Transportation and Freight Systems
- Microsoft Excel, Access, and report writing software

***QUESTION 5**

The City of Ames is a value driven organization, with 14 ETP values. Please describe the value(s) you currently incorporate in your daily work.

* Required Question