

**Title:** Materials Planner  
**PG:** 47  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 3061  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible staff work directed toward specification, acquisition, and inventory control of materials needed for construction projects and major mechanical and electrical or water system maintenance. This employee works under the supervision of an administrative superior and serves in various matters related to material and equipment specification, pricing, ordering, scheduling, expediting, locating, and stocking. Work is reviewed through records, inspection, and observation.

**ESSENTIAL FUNCTIONS:**

1. Meets with Work Force Management, engineering, or division management and/or supervisors to plan material acquisition for major projects.
2. Maintains proper inventory levels of stocked items; sets inventory parameters such as minimums, maximums, and safety stock.
3. Issues material specifications, some under guidance and review of an engineer.
4. Maintains current knowledge of materials and equipment used by electric and/or water utilities, and new materials available to the industry.
5. Participates in the Materials and Methods (or Standards) Committee.
6. Responsible for oversight of material catalogs and vendor history files.
7. Supports bidding procedures with vendor performance evaluations, material specifications, and pre-qualification of suppliers and materials.
8. Coordinates purchasing efforts; verifies quantity and quality of items received against invoice and specification or purchase order; arranges for proper storage, and expedites critical material and equipment as necessary.

**ADDITIONAL RESPONSIBILITIES:**

1. Perform supervisory duties that may include, but not limited to, supervising and scheduling of traffic control technicians.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of computerized inventory system, warehousing methods and practices, and purchasing policies and procedures.
2. Considerable knowledge of the theories and techniques of inventory planning and control.
3. Considerable technical knowledge of material and equipment and knowledge of parts, materials, and supplies maintained in the warehouse.
4. Considerable knowledge of supply side dynamics as related to the industry.
5. Knowledge of manufacturing procedures, methods, and lead times in the mechanical and electrical and/or water equipment industry.
6. Ability to maintain neat and accurate inventory and clerical records.
7. Ability to understand and carry out oral and written instructions.
8. Ability to establish and maintain effective working relationships with supervisor, co-workers, vendors, and others contacted in the course of work.
9. Ability to understand and read drawings and blue prints.
10. Ability to procure goods and services from various vendors.
11. Ability to manage multiple projects simultaneously and in a time proficient manner, while remaining flexible as needed.
12. Ability to communicate effectively with contractors/field crews/other City employees via telephone, radio or other means.
13. Document work area prior to construction via digital camera/video camera.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Two (2) years of college with course work in business administration, finance, accounting, or other relevant course work.
2. Two (2) years experience in the planning, requisitioning, receiving, and storing of a variety of utility materials and equipment.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.