

Title: Material Specialist

PG: 42

Status: Civil Service

Position Reports to: Warehouse Supervisor or Superintendent of Stores

Department: Risk/Purchasing

Job Code: 8236

Date: 12/08

GENERAL DESCRIPTION OF CLASS:

This is an advanced technical and lead work performing all aspects of materials handling operation including, inventory control basics, emergency preparations procedures, and understanding the customer needs of the warehouse. This classification works independently, coordinating daily tasks with co-workers and in warehouse facilities, and reports to a designated Supervisor/Superintendent of Stores. This individual will have "lead" responsibilities in areas of the warehouse and may exercise supervision over a small number of subordinate employees involved in similar activities. An employee in this position is expected to operate within prescribed procedures with a minimum of supervision following general instructions issued by an administrative superior. Work in this class is distinguished from lower classes by its advanced level of experience, parts knowledge, and lead work responsibilities. Work in this class is distinguished from higher classes by its limited supervisory responsibilities. Work performance is reviewed through observation and reports.

ESSENTIAL FUNCTIONS:

1. Assists management and supervisors in the development and maintenance of internal procedures to ensure the efficient operation of the warehouse.
2. Assists in the operation and supervision of the warehouse and participates in receipt, storage, and issuance activities involving supplies, materials, equipment and spare parts.
3. Responsible for training and assists in evaluation of lower level personnel.
4. Functions as the lead worker in assigned areas of warehouse.
5. Purchase parts and materials and deals with vendors for a large division.
6. Completes material request forms for internal customers for the purchase of parts and materials.
7. Responsible for delivery of parts and materials requested by internal customers.
8. Maintains efficient reclamation program for the return to inventory of usable items. Will assist in maintaining control over scrap, obsolete and surplus material items as required.
9. Assist in the coordination of warehouse(s) and other utility personnel in preparation for emergencies.
10. Responsible for following all department and organizational policies and procedures to safely and effectively perform all job duties.
11. May be required to respond to emergency and non-emergency conditions or work outside assigned work hours to meet operational needs.
12. Required to transport, and /or handle hazardous materials (in addition to cans of gasoline, batteries, pumping fuel, and cleaning supplies) following all established laws and procedures.

ADDITIONAL RESPONSIBILITIES:

1. Supervision over a small number of employees in similar functional areas.
2. Assists in maintaining capital property record inventory.
3. May be used for emergency call-out and standby. May work extended hours and shift work during storm related trouble or as assigned.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of majority of the job functions in a warehouse environment.
2. Knowledge of receiving, issuing, storage, and storekeeping methods and practices.
3. Knowledge of parts, materials, supplies, and general commodities.
4. Knowledge of storeroom operating methods and procedures.
5. Knowledge of purchasing and requisitioning procedures.

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6. Ability to use and maintain a computer based inventory.
7. Ability to perform "lead" responsibilities in major areas of warehouse.
8. Ability to work on an automated inventory control system, to input data in a highly accurate and timely manner.
9. Ability to maintain records and prepare reports upon request.
10. Ability to perform arithmetic computations quickly and accurately.
11. Ability to work under pressure and maintain a high level of accuracy.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to perform other work requiring good physical condition, strength and agility.
14. Ability to establish and maintain effective working relationships with supervisor, co-workers, and City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

May require occasional heavy manual work that involves walking or standing, exerting up to 100 pounds of force and lifting up to 70 pounds and repetitive keyboarding. May require climbing stairs, ladders, stooping stretching, reaching and bending. May be exposed to hot/cold temperatures, adverse weather conditions, noxious odors, heights, bright/dim lights, and wet humid conditions.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from high school or equivalent and 4 years of experience in keeping stores and stores records as a Warehouse Operations Technician I or II, one year of which has included "lead" responsibilities.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
3. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain valid home telephone or cell phone.
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.