# CALIFORNIA DEPARTMENT OF TRANSPORTATION
## DUTY STATEMENT

| CLASSIFICATION TITLE<br>EQUIPMENT MATERIEL MANAGER I | DISTRICT/DIVISION/OFFICE<br>32 / Division of Equipment/Shop 4/3228 | |
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| WORKING TITLE<br>EQUIPMENT MATERIEL MANAGER I | POSITION NUMBER<br>932-024-1540-____ | EFFECTIVE |

**As a valued member of the Department of Transportation (CalTrans) team, you make it possible for CalTrans to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the direction of a Highway Equipment Superintendent I, II, III or Equipment Materiel Manager II or III supervises a staff engaged in Equipment Materiel Operations work, concerning the purchasing, inventory, disbursement, shipping and receiving of equipment parts, materiel, related equipment and services for the fabrication, maintenance, repair and disposal of mobile equipment. Incumbent must possess a valid class C driver license.

**TYPICAL DUTIES:**
Percentage/Job Description
Essential (E)/Marginal (M)

30% (E) **Purchasing** - Audits and is responsible for all purchases made by Equipment Shop Employees. Ensures proper cost coding on purchase documents. Must be familiar with all purchasing regulation outlined in the Materiel Operations Handbook. Must determine the proper mode of purchase using Contract Purchase Authority Purchase Order (PAPO) or Calcard. Must thorough knowledge of existing Contracts, California Multiple Award Schedules, State Price Schedule, Prison Industry Authority, Master Rental Master Service Agreements and information to implement legal purchases. Must process PAPO's in a timely manner to comply with the Prompt Payment Act. Must perform monthly reconciliation of the Calcard program in a prompt manner and have purchasing documents into Accounting by the 8th day of each calendar month. Must oversee all invoice-billing problems to bring them to a quick resolve. Must oversee all Calcard Program to insure the proper use of the card, to insure timely resolve to all disputed charges, and to immediately report any misuse or fraudulent use of a cardholders card, and to keep all cardholder information up to date using Account Maintenance Forms, including the cancellation or request of a new card. Ensure that all credits and warranty reimbursements are received. Maintain a vendor price file for all items stocked and purchased in quantity, and update annually. Prepare specifications for materiel and services; solicits bids, negotiate with vendors on price, delivery and quality. Responsible for keeping an up to date record of sources for parts, supplies and services required by the shop. Ensure that all parts purchased are of good quality and are promptly delivered.

20% (E) **Administrative** - Review and approve all purchasing documents. Trains shop

supervisors and field mechanics on proper purchasing methods and the proper manner filling out purchasing documents. Give guidance and train subordinate Equipment Materiel Specialists in procurement and parts department procedures. Develop and train staff by means of on the job training and individual development plans. Responsible for the safe operation of the parts department and employees. Host semi-monthly tailgate safety meetings covering safety and best management practice related items. Attend quarterly safety meetings and monthly staff meetings. Work closely with shop supervisors, field mechanics and vendors. Initiate and administer formal and informal service contracts. Administer the safety eyewear program. Help manage materiel recycle programs.

20% (E) **Shipping & Receiving** - Oversee the receiving of mobile equipment from Headquarters Shop and direct deliveries from vendors. Work with vendors to correct delivery problems. Check units against equipment specifications to insure Department of Motor Vehicle documents are correct. Prepare Caltrans Equipment Identification (DME76) "check sheets" on units received and route copies to proper departments. Periodically review stock and direct issue, on-order files to insure prompt vendor performance. Contact vendors on late deliveries. Make sure shipments are examined for quantity and quality of merchandise being received. Make sure receiving problems are resolved and receiving data is entered into computer system. Make sure items are put away and stored properly. See that materiel is removed from stock and prepared for shipment. Make sure bills of lading are prepared properly and hazardous materials are properly handled and shipped.

15% (E) **Inventory** - Maintain various materials and supply inventories in the shop parts room, outside storage areas, warehouse, field shop locations and maintenance yards, and insuring that there is an adequate inventory on hand. Determine the timeliness of materiel needs and recommend substitutions. Rotate inventories on a first-in/ first-out basis. Insure proper stock security measures are taken. Maintain proper stock levels in the miscellaneous small parts areas located in the shop, parts room and field mechanic locations. Perform periodic physical inventories, spot check high dollar items at the Main Shop and complete check at the Field Mechanic locations. Make inspection trips to field locations and report your findings on the Field Location review form and keep on file. Maintain proper stock organization in bins, shelving and pallet racks. Make sure all stock is labeled and have either a labeled bin box or the shelf area is clearly marked. Periodically re-organize stock for proper location and accessibility. Reconcile daily Fleet Management reports against receiving and disbursement documents for accuracy. Responsible for the keypunching and coordinating the input of daily transactions via the computer terminal including direct issue parts, commercial repairs shop stock receipts and disbursements. Review stock reports for items to add or items that is surplus to our needs or have become obsolete. Arrange for the return or disposal of surplus / obsolete parts and supplies. Remove items from inventory and prepare Property Survey Reports noting the reason for disposal and the method being used. Responsible for the legal disposal of all hazardous waste material and scrap. Log in and assign property tag to all new non-expendable equipment. Help conduct yearly computer and non-expendable inventory.

15% (M) **Clerical** - Maintain PAPO logs and Cal-card files for all cardholders. Maintain hazardous waste document files including items returned to the shop for consolidation purposes. Ensure that all documents are kept on file for the required file retention period set by the Department. Ensure that required vendor forms are on file: The Drug Free Workplace Certification, The Vendor Data Record, and The Vendor Repair Agreement. Help maintain the Vendor Repair

Agreement Database.

***SUPERVISION EXERCISED OVER OTHERS***

Supervises Senior Equipment Materiel Specialist and Equipment Materiel Specialists. Plan, develop and monitor staff. Take proper corrective action. Functional Supervision over field mechanics in matters pertaining to stocking and purchasing. Supervise the shop transport operation. Insure a safe work area.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

A thorough knowledge of legal procurement policies, procedures, and limitations as outlined in the materiel operations handbook and in the Department of General Services delegation that is granted to the Division of Equipment, and using the proper cost coding.

Knowledge of inventory, stocking, shipping, receiving and disposal procedures.

A thorough knowledge of automotive, truck, and heavy equipment parts, accessories tools and sources of supply.

Understand basic computer operations with the ability to operate PC based computers for input and retrieval of information. Follow the procedures as outlined in the Fleet Management manual.

Ability to manage and supervise people.

Be able to communicate clearly.

Be able to exercise patience.

Ability to write letters, prepare written reports and conduct meetings within your department.

Ability to handle multiple priorities.

Subject to working overtime and variable work shifts.

Must be able to work during emergency or declared emergency situations.

***CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS***

Failure to properly purchase, receive and disburse parts, supplies, components and equipment would drastically hinder the shop's operation, increase equipment downtime and add to overall cost of operation. Violations of purchasing regulations could also result in the loss of equipment's purchasing delegation.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

***PUBLIC AND INTERNAL CONTACTS***

Extensive contact with shop supervisors, field mechanics, district employees and vendors.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Ability to:

- walk on concrete flooring, to stoop, bend and kneel on occasion if required.

- sit for prolonged periods of time.
- lift and move equipment parts and boxes weighing up to 75 pounds on occasion if required.
- reach overhead to retrieve or place objects weighing up to 35 pounds on occasion if required.
- climb stairs carrying objects weighing up to 50 pounds on occasion if required.
- operate forklifts and hand operated material-handling devices.

Will be required to wear safety equipment including eye protection (safety glasses), ear plugs, safety vest, and hard hat. Must be able to wear protective clothing as required and furnished by the Division of Equipment

***WORK ENVIRONMENT***

The Equipment Materiel Manager I will work primarily in the shop parts department adjacent to the shop. Primarily time in this position will be spent inside an office environment. At times, it will be necessary to work in outside storage areas, warehouse, distant field mechanic locations, or highway maintenance warehouses. Must be able to work in these areas in inclement weather, which may include severe cold or heat. At times it may be necessary to assist with the daily operation of the parts department which may include any or all of the duties listed. At times it will be necessary to make trips to Field Mechanic locations to review their inventory and stock areas.

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I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print) _____ Employee signature _____ Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print) _____ Supervisor signature _____ Date