

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
MATERIALS AND STORES SPECIALIST	08-603 MAINTENANCE SUPPORT (FIELD)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
MATERIALS AND STORES SPECIALIST	908-603-1506-918	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Material and Stores Supervisor, the Materials and Stores Specialist assists in management of the District Redistribution Warehouse, and serves as lead person. The incumbent must possess a valid Class C driver's license. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	The incumbent loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by hand or by use of powered or non-powered materials handling equipment; assists in the receiving, unpacking, and checking incoming materials against invoices or bills of lading to verify items and quantities received; palletizes, tags, and moves material to designated locations; stocks and restocks shelves, bins, or other storage facilities; pulls, re-palletizes, and assists in preparation of material for local issue or shipment; processes Local Request Electronic Data Processing (LREDP) and Material Adjustment Report (MAR) documents via computer, as outlined in the Caltrans Stock Program Training Manual; reconciles and files Service and Supply System (SVS) 204 reports.
40%	E	As a lead person, the incumbent directs lower level staff in performing the full range of warehouse duties in the areas of receipt, storage, issuance, and shipping of a volume of varied supplies in the redistribution warehouse. Will be responsible for checking each filled order for accuracy of items, quantities and proper labeling, and is responsible for correcting any errors by Warehouse Workers and equipment operator.
10%	E	The incumbent maintains records, assists with periodic and annual inventories of stock items; requests supplies needed by warehouse; keeps floors and storage areas clean and orderly; as needed, may occasionally operate motor vehicles and deliver goods to the field; and ensures SVS 73-F reports are delivered to the field in a timely manner.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will act as lead person for the Warehouse staff, including 2 Warehouse Workers. In the absence of the Materials & Stores Supervisor, may perform acting duties.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of modern warehousing methods and practices; Office of Procurement specifications and guidelines; inventory procedures; and office methods and procedures. Requires ability to perform heavy physical labor; operate motorized material handling equipment; ability to work independently, work and communicate effectively with others; keep accurate records and prepare reports of work done; protect and provide security for items within span of control. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties, pertinent OSHA regulations, and basic safe work practices. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; have knowledge of the principles of effective supervision; and develop and maintain good working relationships with others. Must have the ability to keep records of personnel, equipment and material used, and the ability to lead the work of others. Must be able to do heavy manual labor. The incumbent must be able to analyze various situations accurately, make sound decisions and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assuring that completed work is accurate and readied for shipment in a timely manner. Is responsible for accurate accounting of incoming deliveries and for their proper and safe storage. Delays in filling orders or errors in those orders could result in lost time on projects and inefficient operations in the field. Improper handling or storage of materials could result in injury or monetary loss.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily telephone contact with Caltrans offices, common carriers and vendors regarding the availability, distribution and receipt of warehouse items.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to do manual labor including; moving materials by pulling, pushing, lifting, carrying and placing. Will operate forklift, and medium-duty vehicles, as well as perform fine manipulation, grasping, bending, squatting, twisting, reaching, walking and prolonged standing. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

The incumbent will work in a warehouse that is located in a Caltrans facility in a metropolitan area. Will work in an office with artificial lighting and climate control as well as in an open warehouse, outdoors in storage areas, and may travel throughout the District making material deliveries. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominately dry summer climate. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be expected in the winter. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. May occasionally work outside in extreme temperatures and inclement weather. Will be exposed to noise, dust and chemicals, and will be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. Work inside will require setting at a desk performing data entry, answering telephones, filing and other office duties for extended periods.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
