

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Materials & Stores Specialist	DES/ADMIN/OBOS/Business Services Branch/Translab	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Materials & Stores Specialist - Shipping & Receiving	559-045-1506-004	12/02/2013

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 general direction of the Chief of Plant Operations 1 (CPO1), Business Services Branch-TransLab Facilities Unit, and a Staff Services Manager I, the incumbent is responsible for shipping and receiving a wide variety of items at the Main Transportation Laboratory (TransLab) at 5900 Folsom Boulevard, Sacramento, to the Districts and occasionally internationally. Responsible for receiving hazardous materials and properly handling the Material Safety Data Sheets relating to the hazardous materials. As a certified forklift qualifier designated to conduct forklift training classes, and certify Department of Transportation personnel for forklift use.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Receive, unload, sort, segregate, and deliver to respective personnel products and item received via all Couriers: UPS, Fed-Ex, GSO, and freight, including hazardous materials. Check description and count of items received according to details on shipping manifest or delivery receipt. Inspect packages and items for damage, overages and shortages, and issue accompanying paperwork for claims. Complete and submit proper documents to return damaged items. Authorized to refuse receipt of shipments of improperly loaded products or freight. Ensures proper distribution of products to the TransLab end-users. Provides oversight of the waste disposal bins.
25%	E	Operate gas or electric forklifts, barrel trucks, hand trucks, and dollies to load and unload trucks or vans. Train and certify personnel for forklift use. Move heavy objects with forklift as needed or as requested by supervisor or TransLab's customer such as, but not limited to lab equipment, furniture, signs, barricades and data equipment.
15%	E	Keep shipping and receiving dock areas clean and free of safety hazards throughout the facility. Regulate the dispensing of and maintain records of consumption of the TransLab liquid propane gas (LPG) use. Call for propane deliveries when needed. Maintain weight and balance of three 25-yard roll-off, waste disposal bins. Call for pickup when bins are full. Order packaging items from vendors used in shipping. Must be familiar with shipping customs and procedures for shipping internationally.
10%	E	Provides back-up support for the Materials and Stores Specialist-Supply, in procuring, receiving, storage, issuance and tracking of office supplies. Maintains shipping and receiving records and office supply acquisition records.
5%	M	Assists as needed in all areas under the responsibility of the Unit Chief, including, but not limited to, leading or participating in various special projects assigned to Business Services Branch-TransLab.

<sup>1</sup>ESSENTIAL 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**

No supervision; may function as lead over one Warehouse Worker

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge or modern warehousing methods and practices including keeping of shipping and receiving and inventory records on a computerized data system, many types of specialized supplies and tools as well as the routine materials

**ADA Notice**

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used such as paper products and supplies for offices.

Ability to communicate effectively with various DES and Headquarters staff; follow written and oral directions; demonstrate good work habits, neatness, punctuality and dependability; willingness to perform heavy physical labor and must be able to lift packages weighing 50 pounds; operate motorized material handling equipment including forklifts; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work processes; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action; review past ordering/supply levels to develop set-order points for those items stocked by the supply room; and analyze workflow in order to make recommendations to the CPO I for potential staff shift changes to better serve the customer's needs.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequence of error in purchasing decisions could result in a waste of State monies. Failure to procure needed equipment and supplies may result in negatively impacting critical project deadlines for major Caltrans projects and adversely affecting the Division of Engineering Services' Strategic Plan.

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### PUBLIC AND INTERNAL CONTACTS

This position has regular contacts with outside vendors, building managers and contractors, other Divisions within the Department, all levels of Division of Engineering Services staff, DES-Administration staff, as well as other District personnel. As a representative of the Department and the State of California, the incumbent is expected to conduct himself or herself in a professional and courteous manner at all times.

Must be able to communicate well with Caltrans employees, staff in other state agencies, as well as outside vendors.

Must be pleasant, helpful and customer service oriented. As a representative of the Department and the State of California, the incumbent is expected to conduct himself or herself in a professional and courteous manner at all times.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position involves the operation of a personal computer, working in the warehouse and in the shipping/receiving area. Therefore, the incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information as well as the versatility to physically assist in restocking the warehouse and supply room and fill in at shipping/receiving dock as needed. The incumbent must be able to perform the following activities: squatting, filing, copying, faxing, standing, and walking and may also be required to move large or cumbersome packages, up to 50 pounds, from one location to another.

Emotional requirements include being able to exercise sufficient emotional control when dealing with aggressive customers and to gain and maintain the confidence and respect of staff and others, recognizing and acknowledging emotionally charged issues or problems, and responding appropriately to them. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

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### WORK ENVIRONMENT

The incumbent performs assigned tasks in a climate-controlled office in the warehouse where the temperature fluctuates depending on the time of year. Noise levels within the warehouse and shipping/receiving are dependent upon the equipment that is being operated at any given time during the workday. The employee may also be required to travel and to enroll in training sessions in remote locations.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual difference in the workforce. The incumbent considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)	DATE
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