

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE BRANCH/SECTION	
Materials and Stores Specialist	DBFS/Office of Business Services and Security/Ship/Rec/M	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Materials and Stores Specialist	702-035-1506-xxx	07/27/2015

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 supervision of the Materials and Stores Supervisor, the incumbent serves as lead over daily operations in the Shipping/Receiving and Mail Room Unit. In addition, the incumbent serves as lead over two (2) Warehouse Workers. The incumbent will monitor maintenance contracts for equipment, track and maintain supplies for everyday needs. The incumbent will work and communicate effectively with the Materials and Stores Supervisor and vendors and take effective action when necessary. Must have a valid California Driver's License and be Forklift certified.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	The incumbent is the lead over the Shipping/Receiving and Mail Room's daily functions at the Farmers Market Plaza complex. The incumbent serves as lead over 2 Warehouse Workers. The incumbent keeps accurate records and prepares reports of work completed; analyzes situations accurately and takes effective action. The incumbent uses Golden State Overnight and FedEx for shipping packages to our districts and Caltrans' customers. The incumbent operates the mail machine for processing mail and oversees large mail distribution projects.
30%	E	The incumbent will manage and track stock levels and take inventory of Mail Room supplies. The incumbent will maintain contracts on machinery and submit supply orders to the Materials and Stores Supervisor. Follows up on order discrepancies and documents information on packing slips.
10%	E	The incumbent will use a forklift for receiving freight from LTL carriers and pallet jacks when the freight needs to be moved inside. Mail carts, hand trucks and flat bed dollies are used on a daily basis. The incumbent is responsible for the storage area of the forklift and ensuring that it is clean and clear of debris. The incumbent is responsible for making sure that the daily log for the forklift is filled out before every shift. The incumbent is responsible for the maintenance and charging of the electric pallet jack.
10%	M	Assists as needed in all areas in the Shipping/Receiving and Mail Room. Performs miscellaneous tasks such as, but not limited to, following up on problems and discrepancies in the warehouse and assures timely deliveries of critical materials.

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 serve as a lead over two (2) Warehouse Workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of modern warehousing methods and practices, including the keeping of receiving, shipping, inventory records, freight rates and quality control. Must be able to analyze and isolate potential problems. Must have the ability to operate motorized materials handling equipment, maintain accurate records and prepare reports, make estimates of future supply demands based on past usage.

The incumbent must communicate effectively in person and through emails and telephone contact; and direct others in their performance. Ability to read and write English at a level required for successful job performance; perform physical labor, and work independently; must demonstrate good work habits, follow written and oral directions, and be punctual.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper receipt and shipment of freight and parcels could result in the loss of several thousands of dollars, delays in project delivery, and result in presenting a poor and negative image of the Department. Improper handling of the mail operations could result in failure of the Department to meet critical commitments and obligations in a timely manner, thereby increasing the liability and potentially bringing cause for monetary damages.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have regular contact with all levels of staff from the districts and headquarters offices as well as staff from other state agencies, vendors, representatives of common carrier services and the USPS.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The position involves the operation of a personal computer in the Mail Room, and manual labor working in the shipping/receiving area. The incumbent must have the ability to safely operate material handling equipment; perform manual lifting and movement of supplies and materials; regularly lift and move up to 50 lbs. The incumbent must be able to perform the following activities: squatting, filing, copying, faxing, standing, walking and pushing.

Mental: Must have the ability to successfully multi-task, adapt to changing situations and priorities, and complete tasks or projects in a high quality, timely manner.

Emotional: Incumbent may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonably and diplomatically; considering and responding appropriately to the needs of different people in different situations; be tactful and treat others with respect. Must have a good attitude.

WORK ENVIRONMENT

The incumbent performs tasks in a climate-controlled office and in the shipping/receiving area where the temperature fluctuates depending on the time of year, and the noise levels vary depending upon the equipment that is being operated at any given time during the workday.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE