

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Materials and Stores Specialist (Limited Term)	OFFICE/BRANCH/SECTION D-11 Administration/District Warehouse	
WORKING TITLE Materials and Stores Specialist	POSITION NUMBER 911-007-1506-xxx	EFFECTIVE DATE

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 supervision of a Staff Services Manager I, with lead guidance from a Materials and Stores Supervisor, the incumbent assists in the daily operations of the District 11 Warehouse. The incumbent will give direction and be responsible for receiving and storing materials, shipping, loading and unloading trucks, fulfilling orders and delivery, inventory and property utilization, space management and maintaining a safe work environment. The incumbent will utilize the Web-based Service and Supply System (WSVS) to order from the redistribution warehouse, key in Local Request (LREDP) forms, and maintain stock inventory.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Responsibilities include the receipt and storage of warehouse inventories; processing of orders; preparation of orders for shipment by determining the best methods for preparing, protecting and shipping. Responsible for maintaining effective storage practices. Resolves problems relating to the storage and processing of items in the commodity area, shipping, receiving, outside storage areas and packing. Load trucks or other common carriers to fill delivery requests using material handling equipment (e.g. forklift, pallet jack, hand truck, etc.). Palletizes tags and moves material/stock for storage, retrieval and inventory purposes utilizing locator cards, inventory tracking system, etc., as needed. Ensures that items received correspond to State of California specifications as shown on ordering documents.
30%	E	Responsible for maintaining accurate records on the adjustments that affect the warehouse inventory. Performs audits of stock activity, identifies errors and prepares paperwork to correct them. Input documents, Local Request Electronic Data Processing forms (LREDPs) pertaining to charges, and stock for use. Will also input Material Adjustment Report forms (MARS) to issue credits and adjust inventory overages or shortages to correct the Warehouse inventory. Utilizes the Caltrans Material Management System, Enterprise Resource Planning Financial Infrastructure (E-FIS) and related records relative to the systems. Analyzes and resolves inventory discrepancy issues related to monthly cycle counts. Keeps production records for completed work.
5%	E	Works with the Division of Equipment to ensure the motorized materiel handling equipment is available and safe to use. Provides training and ensures personnel operate and maintain materiel handling equipment in a safe and efficient manner.
10%	M	Incumbent will serve as a back-up to the Materials and Stores Supervisor in maintaining contact with Suppliers, Manufacturers and Sales Representatives regarding bids, order placement, may be required to obtain a Cal-Card for merchandise purchases, delivery schedules and discrepancies with items received. Inputs the Receiving of Special Signs (MARS) and stock receiving on a limited basis.

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 is expected to perform many of the duties of the Materials and Stores Supervisor in that person's

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absence, and may be required to serve as a lead person over a student assistant and/or a loaned employee.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent is expected to have a good working knowledge of standard warehouse practices covering shipping, receiving, storing and filling of orders. Physical ability to transport loaded pallets using hand operated pallet jacks, store and re-palletize cartons that may weigh up to 75 pounds per carton.

Assist in the relocation of stock and special signs that may weigh in excess of 100 pounds. Ability to resolve problems relating to the storage of items in the warehouse. Basic knowledge of computer software to prepare various supply/warehouse documents. Uses computer printouts from the Caltrans Materiel Management System to identify problems. Ability to analyze inventory problems and recommend changes to those procedures. Technical knowledge of safety/security standards and procedures for handling various kinds of supplies/materials and vehicles while working in a warehouse.

This position requires the ability to:

- Operate powered and non-powered materials handling equipment (e.g., forklift, pallet jacks, and other carts).
- Operate motor vehicles and maintain a valid Class "C" driver's license.
- Meet and deal effectively with those contacted in the course of business; read, write, and speak English at a level required for successful job performance; follow instructions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in the Division of Procurements and Contracts Warehouse failing to meet the service levels as published in their business plan. The failure to process payments/Receiving Records in a timely manner to Advantage / EFIS may also account for penalties being assessed against this organization.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with Warehouse Personnel, Maintenance Managers/Supervisors, and other State of California units, and may deal with the public and answer incoming phone calls when information is requested.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to perform heavy physical labor, such as moving special signs, pushing, pulling crates, stacking, and re-palletizing of materials. Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to keep records on inventory items not resolved and explain causes. Resolve conflicting order requests between the various units using tactful intervention. (Explain the reasoning behind decisions made).

WORK ENVIRONMENT

While at their base of operations, employee will work in a warehouse environment that is both indoors under artificial lighting and outdoors. Employee may also be required to travel and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
