STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Equipment Materiel Specialist	Division of Equipment/Maintenance & Repair/Shop 7/ 3231	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Equipment Materiel Specialist	932-027-1542-	

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:

Designated as a working lead-person, oversees and directs the parts department 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. May assist the transport driver.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Help maintain various materials and supply inventories in the shop parts room, outside storage areas, warehouse, field shop locations and maintenance yards, and insure that there is 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. Maintain proper stock organization in bins, shelving and pallet racks. Make sure all stock is labeled and has either a labeled bin box or the shelf area is clearly marked. Periodically re-organize stock for proper location and accessibility. Reconcile daily Fleet Focus (FA) reports against receiving and disbursement documents for accuracy. Responsible for the keypunching and coordinating input of daily transactions via the computer terminal including direct issue parts, commercial repairs shop stock receipts and disbursements. Assist with the review of stock reports for items to add or items that are surplus to our needs or have become obsolete. Arrange for the return or disposal of surplus or obsolete parts and supplies. Assist in removing the items from inventory. Assist and insure the legal disposal of all hazardous waste material and scrap. Help conduct yearly computer and non-expendable inventory. Assist with the tire-recapping program.
20%	E	Assist with the review and approval of all purchasing documents. Assist 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 (EMS) in procurement and parts department procedures. Develop and train staff by means of on the job training. Be responsible for the safe operation of the parts department and employees. Help host semi-monthly tailgate safety meetings covering safety and attend quarterly safety meetings. Work closely with shop supervisors, mechanics and vendors. Initiate and administer formal and informal service contracts. Help administer the safety eyewear program. Help manage materiel recycle programs. Keep the Equipment Materiel Manager informed of the parts departments' activities and all matters pertaining to the day to day operation.
20%	E	Assist and provide direction for all purchases made by Equipment Shop Employees. Insures proper cost coding on purchase documents. Must be familiar with all purchasing regulation outlined in the Materiel Services Handbook (MSH). Will assist personnel to use the proper mode of purchase using Purchase Authority Purchase Order (PAPO) or Cal-card. Must have knowledge of existing Contracts, California Multiple Award Schedule, State Price Schedule, Prison Industry Authority, Master Rental Master Service Agreements and information to implement legal purchases. Will assist in processing PAPO's in a timely manner to comply with the Prompt

Payment Act. Will assist with the monthly reconciliation of the Cal-card program in a prompt manner and have purchasing documents into Accounting by the 8th day of each calendar month. Will assist with all invoice-billing problems to bring them to a quick resolve. Will assist with the Cal-card Program to insure the proper use of the card, assist in timely resolve to all disputed charges and immediately report any misuse or fraudulent use of a cardholder's card. Assist in keeping all cardholder information up to date, including the cancellation or request of a new card. Assist that all credits and warranty reimbursements are received. Assist with preparing specifications for materiel and services. Solicit bids, negotiate with vendors on price, delivery and quality. Assist with keeping an up to date record of sources for parts, supplies and services required by the shop. Insure that all parts purchased are of good quality and are promptly delivered. Help the Division of Equipment meet the goals of spending 25% with Certified Small Business Enterprises and 3% with Disabled Veteran Enterprises.

10% M Assist with the receiving of mobile equipment from Headquarters Shop and direct deliveries from vendors. May assist the transport driver with loading, unloading and receiving equipment and materiels. Work with vendors to correct delivery problems. Check units against equipment specifications to insure Department of Motor Vehicle documents are correct. Prepare the Equipment Identification form DME76 "check sheets" on units received and route copies to proper departments. Periodically review stock, direct issue and 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.

10% M Help maintain PAPO logs and Cal-card files for all cardholders. Help maintain hazardous waste document files including items returned to the shop for consolidation purposes. Help insure that all documents are kept on file for the required file retention period set by the Department. Help insure required vendor forms are on file when using the pre-qualified vendor justification. These include the Drug Free Workplace Certification, the Vendor Data Record and the Vendor Repair Agreement. Responsible for maintaining the cleanliness of work areas as required. This may include dusting, cleaning, mopping and sweeping.

[1]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

Will give daily direction to staff of Equipment Materiel Specialists. Plan, develop and monitor your subordinates. Take notes and keep your supervisor informed of any personnel issues that may arise. Insure a safe work area. May be required to supervise for a specified limited period of time during supervisor's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: proper cost coding, legal procurement policies, procedures, and limitations as outlined in the Materiel Services Handbook as well as the Department of General Services delegation that is granted to the Division of Equipment; inventory, stocking, shipping, receiving and disposal procedures, as outlined in the Materiel Services Handbook; and ability to learn automotive, truck, and heavy equipment parts, accessories, tools and sources of supply.

Ability to understand basic computer operations with the ability to operate mainframe and PC based computers for input and retrieval of information. Follow the procedures as outlined in the AssetWorks Fleet Focus (FA) / Management manual; communicate in both a written and verbal manner; exercise patience; handle multiple priorities.

Subject to working overtime and variable work shifts and must be able to work during emergency or declared emergency situations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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: stand and walk on concrete flooring all day, frequently stooping, bending and kneeling; sit for prolonged periods of time; lift and move equipment parts and boxes weighing up to 50 pounds frequently, and up to 75 pounds occasionally; reach overhead to retrieve or place objects weighing up to 35 pounds; operate forklifts and hand operated materiel-handling devices; climb stairs carrying objects weighing up to 50 pounds on occasionally.

Possession of a class "C" driver's license and be able to travel to distant locations in inclement weather.

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 Senior Equipment Materiel Specialist will work primarily in the shop parts department adjacent to the shop. Primarily time in this position will be spent in the parts department environment. 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. It will be necessary to assist with the daily operation of the parts department which may include any or all of the duties listed below. You may be asked to make trips to the field mechanic locations to assist with the review the parts department areas of responsibility.

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