

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>STAFF SERVICES ANALYST</b>	OFFICE/BRANCH/SECTION <b>01/MAINTENANCE REGION SUPPORT - EUREKA</b>	
WORKING TITLE <b>PURCHASING AND WAREHOUSE LIAISON</b>	POSITION NUMBER <b>901-650-5157-</b>	EFFECTIVE DATE <b>JANUARY 13, 2015</b>

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 a Staff Services Manager I, the incumbent is responsible for the District Warehouse Purchasing and oversight of its inventory. This facility includes approximately 35,000 sq. ft. of warehouse space and \$500K worth of inventory. Warehouse responsibilities includes preparing acquisitions; making recommendations; ordering, receiving and issuing materials for the District warehouse in Eureka and the warehouse in Ukiah. The incumbent is the Liaison for ordering and receiving of materials to maintenance personnel. A valid driver's license is required. HAZWOPPER certification and forklift certification is desirable, but not required. Incumbent will be required to travel out of town up to 20% of the time.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	District Warehouse Purchasing Liaison: In compliance with the Department's Acquisition Manual, procures needed merchandise through the Purchasing Service Center, the Sacramento Materials Distribution Warehouse, and outside vendors; by use of contract delegation purchase requests and/or visa; manages the warehouse portion of the District materials budget; responsible for materials inventory reports, interfacing of District records into Teale Data Center, and investigates and corrects inventory discrepancies. Compile expenditure reports and analyze North Region materials expenses/ percentage of usage quarterly.
20%	E	Track the issuance of materials and supplies between the two District warehouses, checking transactions for errors and inventory adjustments. Investigate sources of supplies, interview vendors, search for MB/WB/DV vendors, and maintain files on minority vendors in order to make recommendations to District Management personnel. Track and enter receipts and shipments of supplies and materials into the Web-based Service and Supply (WSVS) system for statewide inventory transactions.
10%	E	Train maintenance employees on proper ordering and storing at individual warehouse locations. Direct staff assigned to the warehouse(s) and assist in providing safety training to ensure that work is performed safely around industrial equipment and commercial vehicles.
10%	M	Using forklift, pallet jack, hand truck or by hand: unload freight trucks, stock shelves, and fill warehouse orders for District personnel. Operate light vehicles in moving materials between warehouses and District facilities.
5%	M	Document receipt of hazardous materials received from crews, properly identify as hazardous materials, store in locker for safe keeping and contact Hazardous Materials Coordinator for collection of said materials. Keep material data safety sheets up to date. Maintain Hazardous certification.
5%	M	Advise Maintenance Supervisors on proper coding of procurement documents. Solicit competitive bids, prepare documentation and complete receiving records for special projects within the District.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise. May act as a lead and provide guidance to various warehouse staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of purchasing methods and requirements. Ability to research, evaluate, and make recommendations. Ability to work independently and with others. Knowledge of warehouse documents for shipping & receiving while keeping accurate records of transactions.

Requires good verbal and written communication skills. Must have an understanding of warehouse techniques and purchasing terminology. Ability to maintain accurate records. Possession of a valid drivers license, HAZWOPPER certification and forklift certification are desired, but not required. Must be able to analyze various work situations accurately and make sound decisions.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow workers, and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance and/or district operations.

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### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. Employee is expected to maintain a favorable public image for the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to lift boxes of freight from shelves to vehicles to loading docks on a daily basis.

- Standing, Sitting and Walking are described to 100% of the work time for a given period such as a work shift.
  - Lifting (Floor to bench to floor) - Lifting could include such items as controllers, signal components, boxes of supplies, cases of paper and, but not limited to, hand tools.
  - Carrying - Bagged/boxed material, which may weigh 50 to 95 pounds, must be carried from storage areas to vehicles and from vehicles to delivery sites. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 pounds each.
  - Overhead Reaching - Overhead work includes stocking shelves while working from a ladder, 0 to 50 times a day.
  - Other - Reaching, Pushing/Pulling, Twisting, Bending/Crouching/Squatting, Grasping, Fine Manipulation... Are continuous body movements used throughout the day while managing day to day warehouse operations.
  - Corrected hearing is acceptable.
  - Sight needs to be corrected to State DMV standards for safe driving.
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### WORK ENVIRONMENT

Required to work in conditions ranging from a climate-controlled warehouse to strong winds, rain, hot or frozen outside environments during the day or hours of darkness while performing assignments. Will be required to work overtime due to storms, emergencies, special work projects or when the Supervisor deems that it is in the best interest of the State to work overtime.

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### PERSONNEL SAFETY REQUIREMENTS

- Work boots, in good and sturdy conditions, must be worn to provide foot and ankle protection.
  - Long pants. No shorts or cutoffs.
  - Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the department.
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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