

## SUPPLIES SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Supplies Specialist is responsible for performing manual and clerical tasks associated with the receipt, storage, issuance, accounting, and perpetual inventory maintenance of the wide variety of materials, equipment, and supplies in the City's Materials and Supply Department warehouses or Mesa Fire and Medical Department. Additional duties may include: assisting customers with the processing of internet orders and assisting in the receipt, cataloging, inventory, storage, issuance, distribution, pick up and/or preparation for sale, care, and maintenance of the City's surplus property. This class may also help the Surplus and Disposal Coordinator to oversee the sale of surplus items in either the surplus store or an online auction. In addition, a Supplies Specialist may be responsible for the moving and handling of surplus supplies and equipment in City departments. Work requires a semi-technical knowledge of a wide variety of materials, equipment, supplies, and parts maintained in the warehouse (from office and safety-related supplies to equipment used in electric, water, and gas utility operations and public works projects) for application and identification purposes. This class is also responsible for performing related duties as required.

**Mesa Fire and Medical Assignment:** A Supplies Specialist assigned to Technical Services performs manual and clerical tasks, such as: tracking inventory of radios, headsets, iPads, mobile dispatch terminals (MDTs), iPhones, and replacement equipment parts; facilitating the annual preventative maintenance of radios for all fire stations, apparatus, and divisions; supporting Fire Communications Shift Supervisor on accountability records for mobile and portable radios; supporting Fire's Information Technology (IT) division with accountability and record keeping of all IT equipment; retrieving and replacing equipment from fire stations (example: headsets, radios, portable radio batteries, charging cables, cell phones, iPads, belt clips, designation stickers, windsocks); driving 55+ miles per day; transporting all damaged/faulty equipment to appropriate City of Mesa facilities or outside vendors; creating and maintaining radio reference books; training personnel on new equipment; attending meetings; conducting presentations and demonstrations of equipment; and entering data and utilizing tracking spreadsheets. In addition, this position will assist with diagnosing basic issues/problems of single and dual band portable radios, mobile radios, and MDTs; coordinate with City of Mesa IT Department to download updates on mobile devices; collaborate with Emergency Medical Service (EMS) for ZOI (Fire software) issues, including password resets and license code resets; and interact with radio shop for basic alarm (G2) issues at fire stations.

**Distinguishing Features:** Although Supplies Specialists are assisted by power-lifting equipment, the work is sometimes strenuous. Incumbents perform warehousing duties, which include moving heavy equipment, materials, and supplies weighing 90+ pounds. Employees in this class are required to use the appropriate safety equipment and follow safety procedures in performing work assignments. Operational hours may vary, overtime may be required, and evening and weekend stand-by responsibilities are rotated. The Supplies Specialist class is supervised by the Supplies Supervisor, Senior Supplies Specialist, an Administrative Supervisor, or Battalion Chief, who reviews work through on-site observation, conferences, and the evaluation of overall results achieved. This class is FLSA nonexempt.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to good (1 - 3 years) full-time experience performing supplies-inventory or warehousing duties.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date. Must obtain a City of Mesa Forklift Operator's certification within three months after hire date (*by assignment*).

**Preferred/Desirable Qualification.** Graduation from high school or GED preferred. Experience utilizing a computerized inventory system is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with requestors in clarifying specific items by referring to a catalog, showing items to the requester, etc. Recommends alternate materials or methods when requested items are not available. Communicates with management and coworkers to resolve discrepancies between the physical count and inventory control data. Communicates with City employees, vendors, contractors, public officials, and the general public to establish and maintain effective working relationships. Assists customers with usage data reports to determine item and quantity usage for a specified timeframe. Provides other reports as requested. Acquaints customers with warehouse products, policies, and procedures. Assists customers with processing internet orders. Prepares written documents, such as issue tickets, receiving reports, and/or reference books.

**Manual/Physical:** Completes issue tickets and receiving reports correctly and completely. Properly unloads and checks incoming merchandise. Checks freight bills for delivery address and determines if prepaid. Checks packing slips with purchase order. Properly and completely fills out the receiving log. Places items in bins or other areas manually, by using power-driven lifting equipment or a two- or four-wheel cart. Operates vehicles requiring a standard Class D Arizona Driver's License to deliver and/or pick up supplies and equipment. Operates standard office equipment. Performs physical inventories of stock items following an established inventory schedule. Makes simple repairs and performs minor maintenance on tools and facilities. Uses common hand tools. Maintains warehouse(s) and storage yard(s) in a clean, neat, and orderly manner. Performs computerized input and retrieval for issuing and receiving functions. Moves heavy objects (90+ pounds) for distances of up to 20 feet using a cart or other aid to assist, following prescribed safety procedures, for sustained periods of time. Works in small, cramped areas and at heights greater than 10 feet. Receives outbound bulk shipments from other City departments and prepares for shipment via freight carrier. Receives incoming freight for other City departments and researches/determines owning unit. Some maintenance, cleaning, and bagging of surplus items is necessary. May be required to aid citizens with the loading of purchases with due diligence to prevent mishaps with their vehicles. Minor maintenance may include, but is not limited to, bicycle repair and set up of electronic items, such as DVD players, televisions, stereo, and computer equipment.

**Mental:** Comprehends and makes inferences from written material. Analyzes data in order to make recommendations to management. Learns job-related material involving semi-technical knowledge of the parts, materials, equipment, and supplies maintained in the warehouse for application and identification purposes. Prioritizes own work assignments. Resolves operational problems. Coordinates work activities with other City departments. Performs simple arithmetical computations.

**Knowledge and Abilities:**

Knowledge of:

the principles, practices, and methods of warehousing, inventory control, material handling, storage, recordkeeping, and property accounting;  
online research to obtain adequate pricing of material for resale;  
a wide variety of materials and supplies maintained in City or department warehouses, including equipment and supplies for electric, water, and gas utility operations, Fire Department operations, and public works projects, and safety-related equipment and supplies, etc.;  
warehousing safety practices; and  
clerical procedures, particularly those concerning issues and receipts.

Ability to:

count out change, apply sales tax to purchases, compile accurate receipts, and prepare credit card purchases and occasionally credit customers' purchases, as well as take information for personal checks;  
unload incoming merchandise from trucks;  
perform physical inventories of stock items;  
operate materials-handling equipment;  
make simple repairs and perform minor maintenance on tools and facilities;  
maintain warehouse(s) and storage yard(s) in a clean and orderly manner;  
perform simple arithmetical computations;  
perform computerized input and retrieval for issuing and receiving functions;  
operate a computerized inventory system;  
troubleshoot basic equipment issues/problems;  
demonstrate and/or train personnel on new equipment;  
perform heavy physical labor using prescribed safety procedures; and  
establish and maintain effective working relationships with management, coworkers, other City personnel, vendors, and contractors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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