

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 the Police Department. Additional duties include: assisting customers with the processing of internet orders; selecting stock and packaging eBay items for mailing by FedEx, USPS, or UPS; 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 will 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.

Distinguishing Features: Although Supplies Specialists are assisted by power-lifting equipment, the work is sometimes strenuous. Incumbents must be physically fit for performing 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, or an Administrative Supervisor, 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 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*). Because of the confidential, sensitive nature of the information handled, successful completion of a background investigation and polygraph is required (*Police Department Assignments*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug

and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignments*).

Preferred/Desirable Qualification. Graduation from high school or GED 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 and receiving reports.

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 Arizona Driver's License to deliver supplies. 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 and police evidence 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, 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;

eBay and online research to obtain adequate pricing of material for re-sale;

a wide variety of materials and supplies maintained in City warehouses, including equipment and supplies for electric, water, and gas utility 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;

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.

Revised 5/18

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JOB FCTN-GEN

INCREMENTS 64-200

PAY GRADE: 39

IND-8292

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