

SENIOR SUPPLIES SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: The Senior Supplies Specialist provides supervision over the Supplies Specialists in the Materials and Supply Division's East Mesa Facility warehouse, and participates in the manual and clerical tasks involved in the receipt, storage, issuance, accounting, and perpetual inventory maintenance of materials, equipment, and supplies. This class is also responsible for performing related duties as required.

Distinguishing Features: Although assisted by power-lifting equipment, the work is sometimes strenuous, and the incumbent must be physically fit for performing warehousing duties, which includes moving heavy equipment, materials, and supplies weighing 90+ pounds. The employee in this class is required to use the appropriate safety equipment and follow safety procedures in performing work assignments. This class may share evening and weekend standby responsibilities with other Materials and Supply Division staff on a rotating basis. This class is supervised by the Supplies Supervisor who reviews work through conferences, on-site observation, and the evaluation of 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 considerable (2 - 4 years) experience in the performance of supplies inventory, warehousing, materials handling, or storekeeping 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.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Some (6 months - 1 year) lead supervisory experience is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with requestors to clarify specific items being requested; management and coworkers to resolve discrepancies between physical count and inventory control data; and Surplus/Disposal Property Program clients regarding the availability and distribution of items, eligibility of program items, policy requirements, surplus item procedures, receiving schedules, and storage space availability. Recommends alternate materials or methods when requested items are not available. Answers work-related questions from subordinate-level personnel. Prepares written documents.

Manual/Physical: Inspects stock levels and back orders for availability and accuracy. Inspects operations to ensure compliance with safety procedures and proper storage methods. Completes issue tickets and receiving reports correctly and completely. Properly unloads and inspects incoming merchandise from trucks in compliance with proper receiving procedures. Checks packing slips with purchase order. Completely and accurately enters receipts into the receiving log. Places items in bins or other assigned areas manually or by using power-driven or manual lifting equipment. Inspects and monitors the accumulation of scrap metals for disposal. Operates a vehicle requiring a standard Arizona Driver's License while picking up and/or delivering supplies. Operates standard office equipment. Performs physical inventories of stock items using an established inventory schedule. Makes simple repairs and performs minor maintenance on tools and facilities. Uses common hand tools. Maintains the warehouse and storage yard in a clean and organized manner. Performs computerized input and retrieval for issuing and receiving functions. Works in small, cramped areas and at heights of 10+ feet. Moves heavy objects (90+ pounds) using a cart or other aid for distances of up to 20 feet for sustained periods of time.

Mental: Supervises warehouse personnel by assigning work tasks, setting work priorities, and providing training. Supervises the cycle and annual physical inventory process. Assists in: new staff selection; developing work schedules and operating procedures; and developing and implementing procedures for supervising the physical operation of the Surplus/Disposal Property Program. Resolves work procedural problems. Performs simple arithmetical computations. Comprehends and makes inferences from written material. Analyzes data 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.

Knowledge and Abilities:

Knowledge of:

the materials and supplies maintained in a warehouse;
warehousing and materials storage methods and safety practices;
the practices and procedures of lead employee supervision and training; and
clerical procedures, particularly those concerning issues and receipts.

Ability to:

supervise the warehouse personnel in a lead capacity;
resolve work procedural problems;
participate in and supervise the minor maintenance of tools and equipment;
inspect operations to ensure compliance with safety and proper storage procedures;
properly inspect and receive incoming materials;
unload incoming merchandise from trucks;
operate and maintain the City's Surplus/Disposal Property Program;
perform physical inventories;
operate material-handling equipment;
perform simple arithmetical computations;
perform heavy physical labor for sustained periods of time; and

establish and maintain effective working relationships with management, subordinate-level personnel, coworkers, and other City personnel.

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 does 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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JOB FCTN-GEN

INCREMENTS 64-200

PAY RANGE: 42

IND-8292

SWORN-No