

### JOB INFORMATION

Job Code	ED21
Job Description Title	Supv, Materials-Dept
Pay Grade	FM10
Range Minimum	\$36,870
33rd %	\$43,020
Range Midpoint	\$46,090
67th %	\$49,160
Range Maximum	\$55,310
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/15/2023

### JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

### JOB SUMMARY

Coordinates and oversees the management of the inventory and staff and all associated activities in materials management for a department including purchasing materials, supplies, and equipment.

### RESPONSIBILITIES

- Receives requests for inventory and oversees the allocation of required resources into service areas.
- Monitors and oversees the daily count of physical inventory and materials.
- Coordinates and oversees the requisitioning and receiving procedures for inventory, non-inventory, and emergency materials for the department.
- Leads efforts to establish processes, procedures, and controls necessary to maintain a high level of inventory accuracy.
- Verifies work orders, daily time sheets, and reports and delivers them to the appropriate offices.
- Oversees the accounting procedures related to the operations and budget, which consists of invoicing, receiving, purchases, payments, inventory control, and various reports.
- Supervises, trains, and evaluates full time employees to include recommending pay, promotion, or other employment decisions.
- Performs other related duties as assigned.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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### MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	And	2 years of	Experience in equipment/materials purchasing and/or warehouse operations	

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of inventory control and financial record management.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License	Upon Hire	Required	And
Forklift Certification	Forklift certification may be required for specific positions.	Upon Hire	Required	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

### **Vision Requirements:**

Ability to see information in print and/or electronically.