

LEAD MATERIALS MANAGEMENT CLERK

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for warehousing services and activities including the receipt, storage, tagging, distribution, and issuance of supplies, materials, and equipment in accordance with established policies and procedures; performs the most complex functions and provides training to less experienced employees; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the second of two levels within the materials management job series. Positions organize and oversee the day-to-day work of staff in assigned areas of responsibility and ensure that materials management operations are maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in materials management operations. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from the Purchasing Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned purchasing and materials management functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Leads, plans, trains, and reviews the work of staff responsible for the receipt, storage, tagging, distribution, and issuance of supplies, materials, and equipment; provides technical direction including assessment of performance for assigned staff; assigns and coordinates work assignments; covers scheduled time off for assigned staff as necessary.
- Supervises use of, maintains, and safely operates warehouse facilities vehicles, tools, and equipment including forklifts, carts, pallets, and hand trucks; ensures adherence to safe work practices and procedures.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Maintains inventory in accordance with minimum and maximum levels and records of all warehouse and non-warehouse transactions; coordinates the proper storage, disposal, and inventory of surplus, retired, or obsolete property; conducts annual physical inventory accounting for and verifying parts, materials, and supplies ordered, stocked, and issued.

- Prepares daily cycle count and reconciles discrepancies; prepares weekly order data and reconciles any discrepancies with inventory.
- Oversees and participates in the receipt of incoming items; unloads trucks, verifies purchase order numbers, confirms accuracy of orders, and generates discrepancy forms when necessary; identifies, marks, tags, records, and stores items in proper locations; sets up bins and tags for new stock items.
- Receives materials from field personnel for return to stock, rebuild, or repair; completes required documentation; processes return items to vendors for repair, safety inspection and certification, etc.
- Identifies, responds to, and resolves issues, concerns, requests, and inquiries from OC San staff including coordinating the ordering, pick-up, and delivery of orders.
- Monitors the proper storage and disposal of hazardous materials; maintains related records including material safety data sheets; maintains work area in a secure, neat, and orderly manner.
- Maintains all stock transactions in computerized record keeping system.
- Monitors operations and activities of the warehouse; recommends improvements and modifications for efficient operations; prepares various reports on operations and activities.
- Performs special projects including periodic inventories and reorganizing the warehouse.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Advanced principles and practices of storekeeping, warehouse operations, and inventory control program administration.
- Local and regional suppliers and sources for parts, tools, and supplies commonly stocked in a wastewater district warehouse.
- Methods, techniques, materials, equipment, and tools used in material handling and delivery.
- Occupational hazards and standard safety practices including traffic and safety laws and rules involved in driving and equipment operation.
- Basic mathematical principles and calculations.
- Principles and procedures of record keeping and filing.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Perform the most complex warehouse operations duties and operate related equipment safely and effectively.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of reports, logs, records, and files of work performed.

- Make accurate arithmetic computations.
- Understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by specialized training or coursework in materials management or a related field.
2. Four (4) years of work experience in storekeeping or warehousing.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Valid Forklift Certification.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in the warehouse; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, ability to operate a forklift; and to operate a motor vehicle and visit various OC San sites.
- Perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 51 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate tools and equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and chemicals.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.