

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 general supervision, performs a variety of duties in support of warehousing services and activities including the receipt, storage, tagging, distribution, and issuance of supplies, materials, equipment, and tools in accordance with established policies and procedures; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is first of two levels in the materials management job series. Positions at this level are responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Materials Management Clerk in that the latter performs the more complex work assigned to the series and serves in a lead capacity over assigned staff.

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.

- Receives incoming items; unloads trucks; inspects for damage and verifies purchase order number and quantity of items received against purchase order and packing slip; confirms accuracy of order; generates discrepancy form when necessary; identifies, marks, tags, records, and stores items in proper location using forklift, carts, pallets, or hand trucks; notifies and coordinates with other departments for pick-up or delivery of special orders.
- Performs the full range of duties at the issue counter; assists employees in completing material requisition forms; identifies stock; generates pick ticket; pulls items from inventory; generates invoice; locates “stock out” items; receives orders by phone; logs in and returns items to stock.
- Performs the full range of uniform inventory duties; counts, bundles, and logs quantity of items; logs orders for missing or damaged uniforms; logs replacement uniforms; verifies, codes, signs, and processes invoices.
- Assists with warehouse inventory control; assists with “ABC” cycle counts; verifies inventory with cycle count quantities; prints variance reports; prepares and prints Sales Order Reports; transfers and adjusts inventory as needed.
- Manages the tool crib; maintains documentation of tools on loan; coordinates calibration of tools with vendors as necessary.

- Maintains documentation and interfaces with vendors and end users to resolve delivery, past-due orders, damaged goods, or incorrect orders and discrepancies; coordinates documentation required for vendor repairs and exchanges; coordinates with end users for equipment that must be sent out for repairs, safety inspection, and/or certification; contacts appropriate vendors and schedules pick-up of repair items; follows up on status of repair.
- Maintains all stock transactions in computerized record keeping system.
- May pick up and deliver mail, water and water coolers, parts, and supplies for both plant locations and other OC San sites.
- Maintains work area in a secure, clean, neat, and orderly condition which including reorganizing stock items, rotating shelves, sweeping, dusting, and clearing debris.
- Removes hazardous materials from OC San sites by ensuring proper paperwork for packaging and shipment.
- 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:

- Warehouse and inventory control practices and procedures.
- Common carrier and shipping procedures and documentation.
- Parts, supplies, and materials 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:

- Perform duties in support of a centralized warehouse function.
- Safely and effectively operate a variety of warehouse and automotive equipment.
- Organize, stock, and issue supplies and equipment; maintain adequate stock levels.
- Operate a motor vehicle and travel to various OC San sites, projects and/or meetings.
- Maintain accurate and current records of transactions.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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.
2. One (1) year of general storekeeping or warehousing experience.

Licenses and/or Certifications:

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