

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1716 **TITLE:** MATERIAL MANAGEMENT SPECIALIST II **GRADE:** S-15

DEFINITION:

Under limited supervision, is responsible for the day-to-day operations of County maintenance facility parts rooms; assists with on-the-job training of Material Management Specialists I; serves as lead worker; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Material Management Specialists I in that the Material Management Specialists I perform mainly routine or recurring tasks while the Material Management Specialists II performs more complex and/or non-routine tasks under greater independence and accountability. The Materials Management Specialist II is distinguishable from the Material Management Specialist IIIs in that it performs lead work monitoring the daily operations of a parts storeroom, and/or performs routine purchasing and inventory responsibilities that include interface with procurement and financial systems whereas the Material Management Specialist III procures/purchases non-standard parts, material and supplies which requires more in depth research and the development of specifications and is responsible for moderately complex inventory accounts.

ILLUSTRATIVE DUTIES:

Assists with on-the-job training of lower-level employees;
Serves as lead worker in the automotive parts shop;
Maintains records and prepares special and periodic reports;
Determines what parts to stock, in what quantities, and where parts should be shelved using inventory management principles;
Inspects receipts and enters them into the inventory management system;
Conducts physical inventories and reconciles and reports differences;
Enters stock issues using the automated inventory management system and/or the fleet management system;
Interacts with operational staff (mechanics, repairmen, and supervisors) to determine parts requirements and shop supplies needed by the facility;
Issues parts and shop supplies to meet facilities operation requirements utilizing computer systems and parts catalogs;
Establishes working relationships with suppliers to facilitate obtaining parts and supplies for operational needs;
Routinely orders parts, tires, fluids and shop supplies from contracted vendors;
Identifies appropriate vendor source if no contract is currently available for non-stock or non-routine parts and shop supplies, and seeks the contract that best meets the needs of the County (in terms of price, service, availability, etc.);
Uses the County's procurement system to order needed stock and non-stock parts and supplies;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and understanding of contracting processes and contracts;
Knowledge of the parts requirements for a wide-variety of vehicles (automobiles, trucks, specialty vehicles, fire and rescue vehicles, etc.);
Knowledge of current procurement and inventory management practices and policies;
Knowledge of and experience with automated procurement, inventory management, and fleet management systems;
Ability to maintain accurate records and prepare reports;
Ability to perform tasks which include lifting, stooping, bending, and working in tiring and uncomfortable positions;
Ability to recognize a wide variety of automotive, truck, and other parts and equipment;
Ability to use and understand automotive, truck, and other parts catalogs;
Ability to operate a computer and keyboard;
Ability to maintain good interpersonal relationships;
Ability to operate a motor vehicle and a forklift.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a GED issued by a state department of education, AND Three years of experience procuring or issuing and receiving equipment or performing accounts payable functions.

CERTIFICATES AND LICENSES REQUIRED:

A valid motor vehicle operator's license is required.
Must be able to obtain Forklift Safety Training Certificate within 6-mos of hire date.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions within this class may be subject to criminal history record checks as a condition of hiring as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check to the appropriate agency.

ESTABLISHED: February 14, 2011