

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1718

TITLE: MATERIAL MANAGEMENT DRIVER

GRADE: S-14

DEFINITION:

Under general supervision, operates a motor vehicle delivering materials and supplies; performs tasks related to shipping, receiving and physical inventory; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Materials Management Driver class differs in that the preponderance of duties are driving, planning non-standard routes, and unloading/loading materials and supplies. The Material Management Assistant is distinguishable from the Material Management Driver, in that it is entry level work assisting with warehouse/storeroom operations to include issuing, receiving, and conducting physical inventory of materials and supplies.

ILLUSTRATIVE DUTIES:

Participates and/or supervises the off/on loading of supplies and equipment for delivery and storage;

Operates a truck in making deliveries of supplies and equipment to designated locations;

Moves supplies and equipment manually or by using mechanized and non-mechanized materials handling equipment, i.e., forklifts, motorized pallet jacks, carts and dollies;

Performs operator preventive maintenance and servicing of assigned vehicle and equipment and reports unsafe operating conditions;

Assists in unpacking and storing bin and bulk storage items;

Packs and/or marks stock items for shipment;

Stores, stows, and organizes items in storage areas;

Performs physical inventory, cycle counts and spot checks;

Reports inventory discrepancies;

Assists with shipping and receiving;

Plans efficient routes for deliveries;

Communicates with dispatcher to ensure efficient delivery;

Performs basic data entry for record keeping and reporting functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of warehouse practices and procedures;

Ability to operate a motor vehicle;

Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and working in tiring and uncomfortable positions;

Ability to follow oral and written instructions.

CLASS CODE: 1718

TITLE: MATERIAL MANAGEMENT DRIVER

GRADE: S-14

Page 2

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education, PLUS
Six months of experience equivalent to Material Management Assistant.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License;
Must be able to obtain Forklift Safety Training Certificate within 6-mos of hire date;
May be required to provide copies of driving record periodically for verification of driving status.

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