

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1719 **TITLE:** MATERIAL MANAGEMENT ASSISTANT **GRADE:** S-12

**DEFINITION:**

Under direct supervision, performs entry level manual and clerical work assisting with warehouse and/or storeroom operations; unloads/loads materials and supplies; issues, receives, stores and distributes supplies, materials and equipment; conducts physical inventory; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Materials Management Assistant is distinguishable from the Material Management Specialist I, in that the Materials Management Assistant performs entry level work assisting with warehouse operations i.e., unloading/loading supplies, issuing and receiving supplies and performing physical inventory; whereas the Materials Management Specialist I performs routine purchasing and inventory responsibilities that include interface with procurement and financial systems.

**ILLUSTRATIVE DUTIES:**

Unloads/loads equipment, supplies and parts manually using carts, dollies, hand trucks, hoists, forklifts, conveyors and motorized and non-motorized equipment;  
Unpacks and organizes items for storage;  
Stores, shelves, stows and arranges items in storage areas;  
Conducts physical inventory of items received;  
Inspects the condition of shipments to ensure conformance to specifications and quantities ordered;  
Reports results, discrepancies, damaged items and shortage or overage shipments to supervisor for corrective action;  
Assist with receiving and shipping orders;  
Delivers and/or ships materials and supplies;  
Performs operator preventive maintenance and servicing of assigned equipment and reports unsafe operating conditions;  
Performs basic data entry for record keeping and reporting functions, i.e., entering receipts and issues;  
Issues supplies, parts, tools and/or equipment for department.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of inventory practices and procedures;  
Knowledge of warehouse practices and procedures;  
Ability to follow written and oral instructions;  
Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, and working in tiring and uncomfortable positions;  
Ability to operate a motor vehicle.

**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

One years of warehouse experience using material handling and equipment performing inventory tasks.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License is required for certain positions as identified to the Department of Human Resources.

May be required to provide copies of driving record periodically for verification of driving status.

Established: February 14, 2011