

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Materials Technician**

**DEFINITION**

Under general supervision orders, receives inventories and issues supplies, materials, and rental equipment; assists with the preparation of specifications; and researches, solicits and evaluates prices for materials, equipment, parts and supplies.

**DISTINGUISHING CHARACTERISTICS**

This is a single level class where employees within this class perform the full range of duties as assigned including the receipt, inventory and issuance of supplies and materials. Employees 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.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a higher level supervisor or manager. May exercise technical and functional supervision over Stock Clerks.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Assists in developing and implementing purchasing standards and guidelines for District materials and equipment.

Solicits, analyzes, and evaluates price information from vendors and makes recommendations for the purchase of materials and equipment; assists in developing bid packages.

Prepares requests for materials; creates and maintains manual and computerized records of purchased materials and master inventory records; processes requisitions and purchase orders.

Assists with the planning, organizing, scheduling and delivery of equipment, supplies and materials.

Conducts periodic inventory counts of materials, supplies, and equipment to ensure proper identification and re-supply needs; prepares reorder requests.

Assists with the disposal of hazardous and non-hazardous chemicals and supplies.

Distributes, receives and opens bid packet documents for assigned area.

Implements formal bid process for assigned commodities including soliciting, analyzing and evaluating prices and information from vendors and making recommendations based on this process.

Convert material request requisitions to purchase orders for procurement.

## **CLASS TITLE: Materials Technician**

Maintains warehouse and warehouse supplies, materials and equipment in a clean and orderly manner.

Maintains records and tracks work performed including time spent and materials used; monitors and tracks budgetary information.

Performs inspections of safety equipment to ensure it is in proper working condition.

Operates forklifts and other equipment to move materials and equipment.

Issues and collects water permit fees; sells materials to contractors and public.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

General warehousing procedures, including inventory control methods and procedures. General procurement practices and policies. General mailroom procedures and activities, including methods of shipping and receiving and postal regulations. Materials and equipment common to a water utility. Safe operation of material handling equipment. Basic mathematics. Modern office procedures, methods and computer equipment. Parts and materials, and terminology specific to assigned area. Principles of customer service.

#### Skill/Ability to:

Perform inventory control functions. Maintain accurate and current records of material transactions. Understand, interpret and explain department policies and procedures. Maintain the cleanliness and safety of the warehouse facilities. Read and understand technical documents related to parts and materials. Maintain inventory levels and track budgetary information. Safely operate a forklift and hand tools. Effectively research parts and materials and recommend vendors. Provide technical and functional supervision over assigned staff; effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand the operations of the unit; observe safety rules; intermittently, analyze problem equipment, identify and locate necessary parts; interpret work orders; remember location of parts; and explain operations to other employees. Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist while stocking parts; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**CLASS TITLE: Materials Technician**

Experience:

Three years of responsible journey level experience that involved the receipt and issuance of materials and parts, specific to a water utility, including the responsibility for maintaining inventory.

Education:

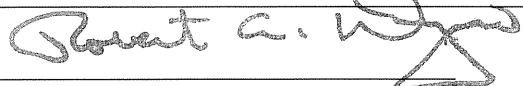
Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration, purchasing, materials management or a related field.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of, or ability to obtain, a Forklift Operator certificate.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Non-Exempt	
Unit: Non-Safety	