

MATERIALS MANAGEMENT TECHNICIAN

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 direction, performs a variety of specialized, technical, and administrative functions in the management of warehouse-stocked materials, supplies, and equipment, including inventory control and materials management; ensures adherence to materials management policies and procedures for warehouse-stocked materials, supplies, and equipment; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the third of three levels within the materials management job series. Positions organize and oversee inventory control and management in OC San's materials management operations to optimize processes. Responsibilities include tracking inventory, establishing reordering levels, categorizing inventory and analyzing usage, and performing a wide variety of tasks in materials management operations. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from the Materials Management Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned materials management functions.

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.

- Performs a variety of technical and administrative duties involved in the administration of OC San's materials management program to optimize materials management processes to effectively manage materials availability, ordering, restocking, tracking, and usage.
- Makes necessary stock level adjustments, establishing reorder points to ensure adequate stock levels.
- Researches substitute supplier materials to assess their compatibility and suitability for OC San operational needs. Coordinates with maintenance personnel to review and obtain approval for substitute items, ensuring compliance with performance standards and operational requirements.
- Conducts review and maintenance of the Item Master Catalog by identifying, categorizing, and updating inventory records to ensure accuracy, consistency, and alignment with current operational needs. Performs independent analysis of inventory records to identify duplicate entries.
- Initiates reorders when stock levels reach the established reorder point; replenishes expended stores as needed; assists with placing orders for products and supplies; and conducts order follow-up.

- Reviews requests for new items and recommends order quantities and reorder points; assigns descriptions and part numbers to new items.
- Coordinates and prepares requisitions for materials, tools, parts, supplies, and equipment with OC San staff, purchasing, and vendors to ensure accurate specifications, proper documentation, timely delivery, and vendor identification.
- Assists purchasing staff as needed with requisitions, specifications, tracking, order discrepancies, and other related documentation to support purchasing and materials management processes.
- Participates in tracking stock of materials; ensures all related transactions are entered in the computerized record keeping system.
- Conducts usage studies to identify unusable, slow moving, and excess stock; reviews usage records to establish or modify minimum and maximum stock levels; makes recommendations concerning disposal of obsolete and damaged stock; coordinates and participates in the removal of excess, obsolete, and damaged stock.
- Maintains a variety of records and files pertaining to the materials management function and operations.
- Prepares various reports on operations and activities, including inventory balances, departmental usage, and reorder points; recommends improvements and modifications for efficient operations; ensures compliance with purchasing and materials management policies and procedures.
- Identifies, responds to, and resolves issues, concerns, requests, and inquiries from OC San staff including order discrepancies and inventory.
- 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:

- Principles of providing functional direction and training.
- Advanced principles and practices of storekeeping, warehouse operations, and inventory control program administration.
- Local and regional suppliers and sources for parts, tools, and supplies 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.
- 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:

- Effectively provide staff leadership and technical work direction.
- Inspect the work of division staff and maintain established quality control standards.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Travel to various OC San sites, projects, and/or meetings.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of reports, logs, records, and files of work performed.

- Make accurate arithmetic computations.
- Understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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. supplemented by specialized training or coursework in materials management or a related field.
2. Four (4) years of increasingly responsible experience in storekeeping or warehousing operations, including inventory control.

Licenses and/or Certifications:

None.

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 a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Perform some light 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 read printed materials and a computer screen.
- Frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- 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.

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.