



MATERIAL COORDINATOR

FC: UA145
PG: MW-III

PC: 301
BU: 01
Date Created: 1987
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, researches, specifies and orders special parts, tools and equipment; assists personnel in planning and evaluating materials and equipment needs; provides lead direction to staff assisting with the maintenance of shop inventory levels, tool issuance, and parts expediting and delivery; performs varied program, budget and administrative support duties; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification provides materials support to assigned department/division by evaluating, ordering and stocking of both standard and specialized, unusual and/or technical parts, tools equipment, materials and supplies. This incumbent may provide lead direction to subordinate personnel. This class is distinguished from related classes in materials management in that it focuses on technical issues of maintenance materials and support of assigned department/division personnel.

REPORTS TO

This position reports to the manager of the assigned department/division.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to the following:*

1. Plans, schedules, assigns, directs and reviews the work of assigned staff performing material pick up and delivery, and the stocking, issue and inventory control of shop tools and materials.
2. Researches vendor manuals, specifications, material standards and related documents to locate and evaluate materials availability and characteristics.
3. Discusses needed application, uses, features and characteristics of special purchase items with users and requesters.
4. Makes recommendations as to whether to purchase or fabricate special parts, tools and equipment.
5. Meets with vendors, suppliers and manufacturers to evaluate products, discuss specifications and

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requirements, obtain price quotes, and order/coordinate delivery of materials.

6. Locates sources for obsolete and discontinued materials and parts.
7. Prepares or assists others in preparation of bid specifications and other purchasing documents.
8. Evaluates bids for price, quality and utility consideration and recommends bid selection.
9. Orders parts and materials on blanket purchase orders.
10. Prepares special purchase orders and requisitions.
11. Monitors inventory levels, specifies minimums and reorder points and recommends adjustment of stock levels.
12. Recommends addition of parts and supplies to standard stock.
13. Evaluates metal grades, applications and formability to recommend purchasing for specific projects.
14. May lead and participate in the preparation and maintenance of a variety of records, forms and reports.
15. Picks up and delivers urgently needed parts and supplies.

QUALIFICATIONS

Knowledge of:

Uses of various maintenance and fabrication tools, parts, equipment and materials.

Basic properties and uses of grades and types of metals and building and maintenance materials.

Techniques for specifying, locating and evaluating materials, parts, equipment, tools and supplies, which may include the use of on-line computer equipment.

Procedures for bid specification and selection, purchasing, requisitions and related.

Skill in:

Evaluating user needs and requirements for materials, tools, parts and equipment.

Evaluating quality, characteristics and properties of materials, tools, parts and equipment.

Preparing bid specifications and other purchasing documents.

Planning, monitoring and controlling inventory levels.

Making accurate arithmetic calculations.

Reading and interpreting diagrams, specifications and schematics.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preparing and maintaining accurate records and reports.

Making sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent. College or technical school course work in a closely related field is desirable.

Experience:

Three (3) years of (full-time equivalent) verifiable experience in either expediting, purchasing, materials control or storekeeping OR in maintenance work which has involved the analysis and planning of work activities. For positions in Track and Structures, Track and Structures experience is preferred.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must be able to lift and carry tools and equipment weighing up to seventy (70) pounds.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.