

MATERIALS COORDINATOR

CODES/PAY RANGE

Class Code: 2287

EEO Code: E

Pay Range: 117

MAJOR FUNCTION

Responsible work in the procurement, monitoring, and distribution of materials, tools and supplies.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Coordinates with vendors who contract to perform maintenance work for the County. Inspects work in progress and approves payments upon completion.

Researches with vendors and suppliers best price and best quality of supplies and equipment. Identifies need for changes in supplies and equipment for better price and quality.

Meets with vendors and suppliers as needed.

Establishes and maintains automated inventory control.

Responsible for capital items and verifies inventory for Finance.

May supervise employees in stocking and dispensing supplies and equipment.

Keeps inventory of all materials stored or stockpiled. Keeps records of all materials and supplies dispensed. Locates materials as needed. Process purchase orders. Prepares requisitions for materials including specifications and costs.

Works with Purchasing on specifications of materials, tools, and supplies including rates and delivery schedules.

Unloads and store materials upon delivery. Inspects materials on delivery for quantity and

(Materials Coordinator continued)

quality. Rejects material if damaged or does not meet County's specifications. Dispenses materials and tools throughout the County.

Maintains warehouse for tools, equipment and materials.

Writes monthly reports on materials used.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of inventory control. Knowledge of County purchasing procedures. Knowledge of materials, tools and supplies used in construction and maintenance projects.

Ability to keep records of inventory and disbursements. Ability to compile monthly reports on materials. Ability to write specifications for requisitions and bids. Ability to develop effective working relationships with vendors and staff. Ability to inspect shipments for quality and correct quantity. Ability to load, unload and stock warehouses.

MINIMUM QUALIFICATIONS

Graduation from high school or GED, and four (4) years of experience in inventory control, preferably construction materials and tools. Depending upon position, experience in construction materials and tools or law enforcement supplies is desirable.

Possession of valid Florida driver's license.

A comparable amount of education, training and experience may substitute for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend safety instructions, procedures, manuals, letters, specifications, billing invoices, and orders. Ability to perform shop math and general mathematical functions including percentages, discounts, ratio and proportions. Ability to speak clearly and concisely. Ability to write bid specifications, memos, financial statements, invoices, letters, and instructions.

Physical Demands: Light to medium work. Ability to see, talk, lift (20 lbs.), stand, bend, walk, reach overhead, grasp, feel; finger dexterity.

Environmental Demands: Both indoor and outdoor work.

Revised 10/94