

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Materials and Stores Specialist</b>		DWR POSITION NUMBER <b>2410-1506-006</b>	SAP POSITION NUMBER <b>50002420</b>	MCR <b>1</b>
APPOINTEE <b>VACANT</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>O&amp;M/San Luis Field Division/Administration</b>	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: <b>R12</b>	
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Jade Areia</b>	SUPERVISOR'S CLASSIFICATION <b>Supervisor I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Tammy Geer</b>			DATE <b>4/22/2026</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY</b></p> <p>Under supervision of the Supervisor I the incumbent is responsible for a large point-of-use warehouse with an annual inventory exceeding 4,000 line items with a value of more than two million dollars.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>This position requires that the incumbent work cooperatively with others; maintain regular, consistent, predictable attendance, adjust priorities based on operational need and exercise good judgment. The specific essential duties are as follows:</p> <p><b>45%</b> Receives shipments of supplies, materials, and spare parts from outside vendors and for delivery/distribution to warehouses within the SLFD. Receives, unpacks, and checks incoming materials against packing slips to verify items and quantities received; unloads freight by hand or fork lift, as required; enters receiving documents into SAP and processes all paperwork according to policy and procedures.</p> <p><b>30%</b> Maintains records for the receipt, issuance, and inventory control of all materials and supplies, including specialized hydroelectric spare parts for the San Luis Field Division. Assists with quarterly/annual physical inventories. Utilizes the SAP Pick List Report to pull material from stock and issue to personnel. Delivers supplies and materials to plants and other facilities or notifies recipient for pick up. Makes in-town pick ups for emergency supplies as needed. This may require driving a vehicle on public roadways. Incumbent will be required to operate automatic vehicles on public roadways, travel to remote areas within the field division as necessary to perform the requirements of this position.</p>			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Jade Areia</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT:		<b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
EMPLOYEE'S NAME (Print) <b>VACANT</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
<b>15%</b>	Operates electric pallet stacker and gas operated forklifts to move material to designated locations and stocks/replenishes appropriate storage facility; monitors minimum/maximum quantities in accordance with the SAP preset levels.		
<b>5%</b>	Prepares packages for shipping via postal service or commercial carrier FedEx. Responsible for maintaining FedEx Ship Manager Database by preparing shipping labels, shipping log, and daily shipment reports.		
<b>5%</b>	Creates purchase requisitions in SAP utilizing the Purchase Module for buyer to order.		
	<p><b>SPECIAL REQUIREMENTS</b></p> <p>Strength and ability to move a minimum of 60 pounds. Stamina and ability to bend, stoop, stretch, kneel, enter and exit vehicles, and climb ladders as well as manual dexterity as required to perform daily job routines. Must be able to do repetitive bending and lifting. Must be able to work well with other people and accept changes in assigned priorities based on operational needs. This position requires particular attention to detail and sensitive contact with employees and vendors. Must communicate well and have a basic knowledge of math. Incumbent must have a valid California Driver's License as travel will be required to perform the duties of this position. Forklift Operator training/certificate is required for operation of forklifts.</p> <p>Willingness to work mandatory overtime and work irregular hours in times of emergency.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>This position is not eligible for telework.</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Office of Emergency Services and Federal Emergency Management Agency in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		