STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Materials and Stores Specialist	Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Materials and Stores Specialist	903-600-1506-XXX	

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direct supervision of the Materials and Stores Supervisor, the incumbent will: receive, label, store, issue and process paperwork for the inventory of items stored in the District 3 Warehouse. The incumbent will be responsible for procurement of products and services adhering to ethical practices and policies, ensuring best value for the State, and demonstrating a positive attitude and commitment to providing quality service that is accurate, timely, and exceeds customers' expectations. This position will maintain accurate records of purchase orders, receipts, storage, and issuance of stock. A class C license is required and the incumbent must be forklift certifiable. Duties include but not limited to:

CORE COMPETENCIES:

As a Materials and Stores Specialist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety - Integrity, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety - Collaboration, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety - Collaboration, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - People First, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety - Collaboration, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Review supply requests in the Materials Management and Acquisition (MMA) System for appropriate quantities prior to issuance. Pull and issue supplies from the Warehouse through the use of a pick list printed from the MMA system. Notify customer of order status when ready for pickup. Provide assistance to customers by answering questions on descriptions of products carried, units of issue, quality of items stocked, and availability of items. Take product suggestions and complaints from users and handle them with professionalism and courtesy to achieve a satisfactory outcome.

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15%	E	Receive supplies from other Caltrans warehouses, outside vendors, and other state agencies. Inspect the shipment for damage and compare packing slip against shipment received to ensure the correct product/ amount has been received. If any issues are identified make contact with the product vendor to correct the issue. Identify and label the stock and put way all inventoried products.
15%	E	Prepares and processes warehouse replenishment orders in a timely manner by determining proper method of purchasing/acquiring per state regulations through Division of Procurement and Contracts, Department of General Services, State Contract, Price Schedule, Prison Industries Authority and private vendors. Must be able to maintain accurate and complete records of all transactions as well as adhering to current records retention policy and practices. Responsible for receipt, storage, issuance and shipping of a volume of varied supplies requiring complex storage practices in a large point-of-use warehouse. Performs tasks such as: determining correct stock levels and trigger points for reordering so as not to exceed the expected excess inventory ratio as set forth in the Caltrans Materiel Management Manual. Analyzing historical data to spot trends. Determine lead times from vendors and calculate reorder amounts. Will use inventory performance metrics to obtain maximum efficiency. Works with vendors to ensure product specification and delivery compliance are being met.
10%	E	Review, analyze and validate invoices to ensure compliance with contract terms and state requirements of the Prompt Payment Act as well as accuracy of goods received versus goods billed. Utilize CGI/AMS Advantage Program to create a receiver and authorize payment for goods received. Will liaison between vendors and Division of Accounting to resolve invoice issues to ensure payment is issued in a timely manner.
10%	E	Perform a monthly inventory audit of products to measure accuracy of the current inventory. Will also perform spot checks on inventory randomly to verify stock levels.
5%	M	Responsible for cleanliness of the warehouse and office buildings. Other duties as as directed by management.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
No supervision but may act in a lead capacity on occasion.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The position requires knowledge of modern warehouse practices and of basic warehousing and inventory control to make sound decisions related to the warehouse operation.
The ability to operate a class 3 vehicle, certify for forklift operation, perform heavy lifting, bending, stooping and standing for long periods of time, work independently; work and communicate effectively with those contacted in the workplace, keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.
Incumbent must have a high degree of proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, and other Caltrans database programs.
Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS
The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to drive/operate various highway maintenance vehicles and to do manual labor including; extensive walking, squatting, bending, twisting, reaching, walking on uneven ground, climbing up and down slopes and prolonged standing; will be required to work at heights, on slopes and embankments.
Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

WORK ENVIRONMENT

The incumbent will work in a warehouse inventory environment both inside a building and outside.
May be required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

The incumbents normal working hours will be set between 7:00 am and 3:30 pm. Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Materials and Stores Supervisor deems that it is in the best interest of the State to work overtime. When performing work, the incumbent is required to utilize the following personal protective devices:

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, chaps, or other safety gear must be worn when required by the Department.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE

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