

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Equipment Materiel Specialist	OFFICE/BRANCH/SECTION Div of Equipment/Materiel Svcs/Shipping & Receiving/3253	
WORKING TITLE Equipment Materiel Specialist	POSITION NUMBER 932-001-1552-925	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

In the Division of Equipment and under the general supervision of the Equipment Materiel Manager I (EMM I), the incumbent will perform the day-to-day tasks associated with the receiving, inventorying, disbursement, and shipping of mobile fleet equipment and related components. In addition, the incumbent will assist with the receiving and shipping of materials and related parts for the fabrication of both mobile equipment and components. The incumbent may also perform other various tasks as required in support of the Division. The incumbent must possess a Class C driver's license, but a Class B or Class A driver's license is preferred.

CORE COMPETENCIES:

As an Equipment Materiel 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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 First - Innovation, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence - Innovation, Pride)

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)¹ Job Description**ADA Notice**

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45%	E	Receives mobile equipment, components, and other related items at the Division's Headquarters Location. Works with vendors to correct delivery problems. Checks units against equipment specifications and verifies DMV documents are correct. Prepares Caltrans Equipment Identification forms (DME-76) on units received and routes copies to the proper recipients. Periodically reviews on-order purchase orders to ensure prompt vendor performance. Contacts vendors on delivery concerns such as late deliveries and reports all late shipments to incumbent's supervisor. Ensures shipments are examined for accurate quantity and quality of merchandise received. Ensure accurate receiving data is entered into AssetWORKS and resolves any receiving issues or errors.
35%	E	Maintains a Purchase Order (P.O.) log, vendor contact information, and copies of all electronic communications for each assigned P.O.. Prepares payment packages to be delivered to Accounting in an accurate and timely manner. Enters accurate information into the Division's fleet database, AssetWORKS. Maintains shipping records for equipment and parts shipped to shop locations, electronic DME-76 files, and the pre-op inspections of equipment assigned to Shipping and Receiving.
15%	E	Supports the Shipping and Receiving's Equipment Operator with any assistance needed loading equipment, components, or related material for delivery. Performs weekly pre-op of Shipping & Receiving assigned mobile equipment units. Makes parts deliveries to field locations when required.
05%	M	May be required to travel to off-site storage locations to perform inventories and report, in detail, all problems to the EMMI. Maintains records for equipment and keys removed from Shipping and Receiving's possession for inspection purposes. Maintains sufficient office supplies as to not cause a disruption in daily services.

¹ESSENTIAL 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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of receiving, shipping, inventorying and issuing procedures as outlined in the Materiel Services Handbook.

Knowledge of various types of vehicles, construction equipment, components, and their related parts.

Knowledge of drawings, sketches, parts catalogs, and manuals.

The ability to operate a Windows based computer, use the Microsoft Office Suite of tools, and use other applications as required.

The ability to communicate clearly using various forms of communication, such as verbal, writing, email, and phone.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly receive and disburse parts, components and equipment would drastically hinder the Department's operation, increase equipment downtime and add to overall costs of operations.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with: Outside Vendors, Shop Personnel, Fleet and Engineering Personnel, Shop Superintendents, Equipment Materiel Managers, and other Agency Personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to: stand and walk on various ground surfaces, frequently stooping, bending and kneeling; sit for long periods of time; lift and move equipment parts and boxes frequently weighing up to 50 pounds, and occasionally up to 75 pounds; work outside in variable weather conditions assisting in loading and unloading equipment, components, and related materials; travel to off-site locations in inclement weather; operate forklifts and hand operated materiel-handling devices.

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Will be required, at times, to wear safety equipment including eye protection (safety glasses), ear plugs, safety vests, and a hard hat. Must be able to wear protective clothing as required and furnished by the Division.

WORK ENVIRONMENT

The Equipment Materiel Specialist will work primarily in the Division's Shipping and Receiving area. At times, it will be necessary to work in outside storage, warehouse or off-site field locations. Incumbent must be able to work in these areas in inclement weather conditions which may include severe cold or heat. Incumbent may be required to work overtime and variable work shifts and hours, restricting vacations during periods of peak workload.

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.)

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
