

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

| | | |
|---|---|-----------------------------|
| CLASSIFICATION TITLE Sr Equip Materiel Spec | OFFICE/BRANCH/SECTION 32/ Division of Equipment/ Purchasing/3251 | |
| WORKING TITLE SENIOR EQUIPMENT MATERIEL SPECIALIST | POSITION NUMBER 932-001-1542-925 | REVISION DATE 07/02/2024 |

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:

Under the direction of the Equipment Materiel Coordinator, the incumbent will be responsible for the statewide management of FleetManagement Parts system information. Responsible for: analyzing system data and preparing purchase documents; preparing monthly Stock Order Preparation schedule; filling the duties as the backup Division of Equipment's (DOE) Agencies Telecommunications Representative (ATR) handling cell phone management; interactions with other DOE offices and branches such as Engineering Specifications, Engineering Design, Headquarters Sop, all Field shops, Fleet Services. Purchases Exemplar vehicles. Interacts with other Departmental offices.

CORE COMPETENCIES:

As a Sr Equip Materiel Spec, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|---|
| 50% | E | Administers the day to day maintenance of information in the Fleet Management Parts information system. This includes establishing new part numbers, purging old part numbers, and consolidating of part numbers. Maintains the part number cross reference tables using Microsoft office products. Maintains vendor information such as address, business types, contact information, tax information, which includes adding new vendors and purging obsolete vendors. |
| 20% | E | Prepares and/or creates purchasing documents for parts, supplies, components, and equipment by analyzing the Parts system data. For certain purchases, selects suppliers, solicits bids, and places orders. Works with suppliers regarding proper shipping methods. |
| 15% | E | Responsible for the data entry of all vendor information in Advantage for DOE. This includes processing STD.204 documents, updating, adding, deleting vendor information such as names, addresses, tax ID numbers, business types. |
| 5% | E | Performs the duties of the Backup Division of Equipment's (DOE) Agencies Telecommunications Representative (ATR) handling cell phone management. |
| 5% | E | Responsible for preparing the monthly Stock Order preparation schedule used by order analysts to plan their work . |
| 5% | E | Writes letters and emails to suppliers and DOE personnel regarding vendor and part information. |

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 legal procurement policies, procedures, and limitations as outlined in the materiel operations handbook and in the Department of General Services delegation that is granted to the Division, and using the proper cost coding. Knowledge of inventory, stocking, shipping, procedures as outlined in the Materiel Operations Handbook. Ability to adapt to daily manufacture changes in part numbers, model changes in vehicle manufacturing, and apply that knowledge to procurement needs. Follow the procedures as outlined in the Fleet Anywhere I Management manual. Knowledge of purchasing delegation, inventory, stocking, shipping and receiving. Knowledge of automotive, truck and heavy equipment parts, accessories, tools and sources of supply. Understand basic computer operations with the ability to operate computers for input and retrieval of information.

Ability to: follow procedures as outlined in various manuals; write letters and prepare various documents for management; conduct meetings within the Department and/or Division; communicate clearly and concisely; exercise patience; handle multiple priorities; travel to various DOE locations as needed.

Possession of a valid Class C driver's license.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions would result in wasted state resources and funding. Errors in parts management information would disrupt shops statewide since they would not have the correct information to make critical decisions that could impact equipment safety. Poor decisions regarding procurement could result in a loss of DOE purchasing delegations. The failure to manage system information would negatively impact work production statewide and waste state purchasing dollars.

PUBLIC AND INTERNAL CONTACTS

Incumbent will work extensively with outside vendors, DOE supervisors and mechanics, and all levels of Caltrans management. In addition, will have contact with various State Agencies and Departments

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperativeworking relationships with those contacted in the course of the work,

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must be able to stand and walk on concrete flooring all day, frequently stooping, bending and kneeling; lift and move equipment parts and boxes weighing up to 50 pounds frequently, and up to 75 pounds, occasionally; reach overhead to retrieve or place objects weighing up to 35 pounds; climb stairs - carrying objects weighing up to 50 pounds on occasionally. Possession of a class "C" drivers license and be able to travel to distant locations in inclement weather. Will be required to wear safety equipment including eye protection (safety glasses), ear plugs, safety vest, and hard hat. Must be able to wear protective clothing as required and furnished by the Division of Equipment.

WORK ENVIRONMENT

The Senior Equipment Materiel Specialist will work in the Headquarters Materiel Services Purchasing office building 95% of the time. The remaining 5% will be spent working in other areas of the Headquarters complex, including the shop areas. Subject to overtime and variable work shifts and must be able to work during emergency or declared emergency situations.

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.