

## TRANSPORTATION MATERIALS TECHNICIAN

### KIND OF WORK

Advanced technical inventory administration work.

### NATURE AND PURPOSE

Under limited supervision, employees in this class perform a broad range of work activities associated with purchasing, inventory management, fixed asset management, contract administration, and parts/supplies/equipment/materials disbursement; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs purchasing function for an office or district; procures parts, materials, supplies, equipment and services; conducts product research via written and electronic sources; identifies best purchase option; ensures purchases are within budgetary limits and processes are in accordance with department and state policies and procedures; utilizes local purchase authority for non-contract items; tracks purchases until officially received.

Consults with inventory center users to draft specifications for procurement of various parts, equipment, supplies, and materials.

Participates in the development and administration of partnership agreements involving cities, counties or other state agencies.

Administers the bidding process; sets bidding criteria and closing dates; requests bids; analyzes and awards bids.

Provides work direction to other inventory center staff; responds to questions regarding processes, procedures and policies.

Receives and unloads shipments; issues parts, equipment, supplies, and materials.

Conducts the warehousing and distribution of materials and supplies; conducts regular cycle counts; analyzes inventory center records regarding product usage; provides recommendations regarding inventory makeup and levels.

Maintains consumable inventory; administers fixed asset management; conducts bi-annual accounting of fixed assets.

Provides technical direction and problem solving to customers and staff when work situations involve policies, complex processes, procedures, and the application of advanced technical knowledge.

Participates with the District Safety Officer in the management and disposal of hazardous waste and recyclable materials.

Disposes of surplus and obsolete materials; coordinates auctions on a regular basis to sell parts and equipment.

Operates various computer software applications for inputting and maintaining inventory, fleet management , budget and accounting information.

Establishes and maintains positive working relationships with other Mn/DOT functional areas, local and state units of government, and vendors to cooperatively accomplish business goals.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Mn/DOT, Department of Administration and Department of Finance policies and procedures, rules, standards and program requirements sufficient to effectively administer materials management services.

Principles, practices and methods of inventory management.

Governmental purchasing and supply polices, procedures and methods.

Terminology related to construction, maintenance and/or electronic/electrical operations.

Fabrication materials requirement planning techniques.

Personal computer and various software applications.

Contract management and partnership agreements.

#### Ability to:

Research equipment, parts and materials through a variety of resources and methods.

Establish and evaluate product comparison criteria.

Analyze detailed reports and recommend/determine appropriate inventory levels.

Write specifications; organize and prepare solicitations; analyze bids; select and notify vendors.

Operate various materials handling equipment.

Prioritize multiple tasks and operate effectively under strict deadlines.

Provide effective work direction to less-experienced inventory center staff.

Communicate effectively both orally and in writing.

Work independently with minimal supervisory direction.

#### LEGAL OR LICENSURE REQUIREMENTS

Ability to obtain Materials Management certification by the Minnesota Department of Administration.

Possession of a valid State of Minnesota driver's license.

#### SPECIAL WORK CONDITIONS

Required to push, pull, lift and/or carry supplies, materials, equipment, and/or items weighing up to 100 pounds.

Est.: 9/25/05

Rev.:

T.C.:

Former Title(s):

Salary Plan: <http://www.doer.state.mn.us/lr-salary/lr-salary.htm>