

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 009233  
Grade 15  
FLSA: N**

**DEPOT SUPPLY COORDINATOR**

**DEFINITION OF CLASS:**

This is multiple purpose work that involves clerical, communication/coordination, and supply functions supporting a highway maintenance operations depot or comparable work in a similar organization. An employee in this class provides a direct public service by receiving and responding to citizens' calls relating to road or easement conditions and emergency situations.

An employee in this class is assigned to a highway maintenance operations depot and provides 1) clerical support including typing, filing, computer data entry, generating reports, processing time sheets and leave requests, answering telephones, and greeting/directing visitors; 2) communication/coordination support such as monitoring radio transmissions to and from the field, providing information concerning crew locations and route schedules, and relaying road related emergency calls to the appropriate authorities; and 3) supply support involving researching, ordering, receiving, labeling, storing, inventorying, and issuing parts, tools, materials, equipment and supplies used by depot employees. Contacts include other employees, supervisors, vendors, delivery personnel, visitors and citizens, primarily to exchange information and receive and provide supplies. Most work assignments are stable, though some are dynamic or have changing priorities. The employee is expected to carry out normal duties without close supervision in accordance with prescribed standard operating procedures provided by the employing agency as well as other agencies (e.g., Human Resources, Procurement, etc.). Work is subject to check upon completion for compliance with instructions and guidelines. The complexity of the work is characterized by the multiple functions involved in this work which require the employee to perform several related steps and processes and vary responses according to the differences in the work. The work of employees in this class impacts on the scheduling, routing, and material support of highway maintenance operations. Clerical, communication and coordination functions are mainly sedentary and mainly performed in an office setting. Supply functions are performed in a warehouse/storage yard environment that is dirty, dusty and greasy. Work regularly involve periods of keyboarding, standing, walking, bending, crouching, other personal movement and movement of 20 to 50 pound items as well as occasional movement of heavy items weighing 50 to 100 pounds, alone or with help by lifting, pushing, shoving, rolling, leveraging, etc. The work involves exposure to hazards associated with operating a forklift, working in a storage yard around moving equipment, loud machinery, stone dust, etc., handling/storing toxic and corrosive materials and other risks requiring use of special equipment and safety precautions.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Clerical**

- Formats and types memoranda, letters, reports, purchase orders, contracts, invoices and other office documents.
- Compiles, organizes and reconciles data from various sources to determine status of revenues and supplies, and prepares budgets and financial projections accordingly.

- Determines and utilizes the most effective method to produce required documents, e.g., calculator vs. personal computer, typewriter vs. word processing equipment.
- Prepares invoices, bills, requisitions, monthly reports, project status reports, etc., according to established procedures.
- Schedules appointments for staff and coordinates calendar commitments for meeting rooms.
- Develops, monitors, maintains and contributes to the modification of filing systems and/or document control procedures.
- Prepares databases, spreadsheets, and tables using information from other sources, as needed.
- Processes and maintains employee time and attendance records.
- Performs related duties as required.

#### **Communications**

- Monitors, receives, and responds to radio transmissions from highway maintenance personnel operating in the field.
- Maintains and provides information on locations of highway maintenance crews and maintenance route schedules.
- Receives and relays emergency calls from citizens and field personnel to appropriate authorities (e.g. police, fire and rescue).
- Places telephone calls to employees to have them report for emergency duty.
- Acts as "person-in-charge" in supervisor's absence and dispatches or reroutes maintenance personnel, as required.
- Responds to inquiries from the general public and County employees by explaining, instructing, advising and providing appropriate information and/or referrals.
- Performs related duties as required.

#### **Supply**

- Receives supplies; unloads, unpacks, and places goods and supplies in assigned locations; counts, sorts, and/or weighs incoming articles to verify receipt of items as specified on invoice/purchase order; examines received goods to check for damage and verify conformance to specifications; operates manual and self-propelled materials handling equipment to move items about storage area.
- Labels and stores items in bins, on floor and shelves, according to identifying information such as part number, style, size, or type of material.
- Rearranges and/or relocates stock as necessary to accommodate changing needs and requirements; safeguards stock against loss, damage, or theft.
- Monitors supply levels and prepares requisitions for stock replacement.
- Fills orders for requested items, checks items against the requisition, and obtains receipt from requesting party.
- Maintains varied stock records (either automated or manual or combination of both) such as items received, orders filled, items used or damaged, etc.; prepares reports as directed.
- Removes items from stock such as discontinued, outdated, spoiled, damaged, hazardous items, and items designated for auction, destruction or trade-in.
- Orders oil, lubricants, gasoline, diesel fuel, kerosene and propane, and prepares periodic consumption reports.
- Under supervision, conducts periodic physical inventories.
- Performs general housecleaning duties.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Clerical**

- Knowledge of and ability to apply the fundamentals of Business English, grammar, spelling and punctuation.
- Knowledge of standard office procedures.
- Skill in operating standard office equipment and using modern office software suites.
- Ability to work independently on a variety of tasks and projects.
- Ability to maintain multiple records and/or files.
- Ability to process office forms, claims, bills, requests and applications and to prepare records for approval by a supervisor as required.
- Ability to prepare statements and notices, computing applicable charges on the basis of records and regulations as required.

### **Communication/Coordination**

- Ability to operate two-way radio and fax machines.
- Ability to independently monitor multiple communications transmissions and operations (e.g., radio, telephone, fax machine).
- Ability to exercise good judgment, courtesy and composure in dealing with the general public to respond to and resolve problems and emergency situations.
- Ability to make decisions and prioritize actions in accordance with established policies and procedures.
- Ability to communicate effectively, both verbally and in writing.

### **Supply**

- Knowledge of the parts, materials, supplies, and related equipment required by the assigned organization.
- Knowledge of storekeeping methods and practices used to order, receive, store, inventory, and issue parts, materials, supplies and related equipment required by the assigned organization.
- Knowledge of computerized warehousing methods, including record keeping.
- Ability to operate materials handling equipment, including a forklift, as required.
- Ability to make mathematical computations with speed and accuracy.
- Ability to read, comprehend, and order parts from equipment catalogs based on outlined specifications.
- Ability to maintain appropriate supply-related records manually, and utilize a computerized warehousing system.
- Ability to carry out verbal and written instructions.
- Ability to attend meetings or perform other assignments at locations outside the office.

### **MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of experience in storekeeping procedures including researching, ordering, receiving, checking, stocking, inventorying, and issuing supply items, and one (1) year of experience as a clerical employee in an office environment utilizing communications equipment.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Physical Ability:**

### **Supply**

- Ability to perform some physically demanding work, such as prolonged standing and lifting and carrying or otherwise moving tools, parts, supplies, and related equipment weighing 20 to 50 and

occasionally items that weigh over 50 pounds, to include occasional movement of heavy objects weighing up to 100 pounds or more using lifts, hand trucks, dollies and other workers for assistance with heavier items.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence and a certificate for forklift and/or other vehicle, which may require a Commercial Drivers License, as required by the position of assignment.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with Drug Screen.

**Class Established:** November 1987

**Classification Study:** December 1994 (M)

**Classification Study:** June 2002 (M)

April 2010

August 2013

Medical Protocol per OMS Review: August 2022