

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

**Code No. 009232
Grade 19
FLSA: E**

SUPERVISORY SUPPLY TECHNICIAN

DEFINITION OF CLASS:

This class covers first level supervisory positions concerned with researching, ordering, receiving, stocking, and issuing parts, accessories, and related materials and being functionally responsible for a major portion of a centralized Countywide supply operation.

MAJOR DUTIES:

Incumbents in this class have full technical responsibility for ensuring appropriate stock levels and locating and expediting the acquisition of all routine, special order or out-of-stock items which are critical to supplying the organization to which assigned. They commit to, and resolve, problems in work assignments by keeping adequate stock levels, keeping up with industry trends, and finding parts depleted in an emergency or that vendor no longer carries, and determine (in many cases) the approach to take or the methodology to be used in such cases. An incumbent is expected to use experienced judgment to acquire out-of-stock items and resolve questions/problems referred by other employees; this includes adapting or adjusting guides in preparation of specifications for manufacture of parts or acquisition of advanced equipment/gear, planning for seasonal operations and responding to emergencies. Incumbents identify and analyze pertinent factors and determine courses of action; this may include making recommendations for changes in inventory items, stock levels, sources/suppliers, reports, etc. Incumbents are responsible for maintaining specified inventory levels in support of a centralized Countywide operation or a single large organization; the work, as first level supervisor, ensures proper levels and readiness of material/equipment and fulfillment of orders/needs.

EXAMPLES OF DUTIES: (Illustrative Only)

- Serves as first level supervisor – plans, assigns reviews and evaluates the work of subordinates, trains, coaches/mentors, approves/disapproves leave, counsels/rewards, etc.
- Provides technical advice to, and answers questions of, employees and supervisors regarding availability of parts, substitution of same between manufacturers when damaged and inoperative items are beyond, or too costly to repair, and determines when tools, equipment and stock items should be submitted for test, repair, or calibration.
- Oversees/Monitors, approves, and/or performs the ordering, receiving, and issuing of parts, materials, tools, and supplies in support of a supply operation.
- Investigates shipping delays and materials shortages or improper fulfillment of orders.
- Maintains data in computerized warehousing system and provides status reports to requesting parties and supervisors regarding on-order goods/supplies.
- Trains employees in prescribed storekeeping, computerized warehousing, and recordkeeping methods.
- Establishes and shifts storage locations in consideration of such factors as space available, turnover and convenience of handling items.
- Stays abreast of developments in inventory management and storekeeping in, and of changes in guidelines applying to the areas of work focus.
- Updates technical manuals, price sheets, manuals, checklists, and administrative procedures for

stockroom/supply operations.

- Plans for seasonal equipment/supply needs. Identifies need for, specifies and orders new gear/equipment or parts including the manufacture of parts. Provides recommendations and information to be used for preparation of Requests for Proposals; analyzes and provides recommendations concerning vendor proposals as well as items and sources of supply.
- Ensures good storekeeping/housekeeping practices and established safety precautions are followed.
- May operate materials handling equipment such as pallet jack, forklift, and hoist.
- Operates a motor vehicle, on a regularly recurring basis, to get to/from work sites, meet with various parties and perform other functions.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)

- Considerable knowledge of the parts, tools, accessories, goods, and other materials peculiar to the department/agency to which the position is assigned.
- Considerable knowledge of storekeeping methods and procedures used in researching, ordering, receiving, storing, and distributing a wide variety of items peculiar to the department/agency to which the position is assigned.
- Considerable knowledge of computerized warehousing methods and recordkeeping in maintaining a perpetual inventory.
- Knowledge of how to use manuals, catalogs, checklists, and other references to cross reference materials.
- Knowledge of, and skill in, planning/assigning/reviewing work and otherwise performing as a first level supervisor; or ability to rapidly acquire this knowledge/skill set.
- Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include maintaining an extensive perpetual inventory and records which reflect up-to-date usage factors, determining reorder points and stock levels utilizing a computerized warehousing system, monitoring storekeeping operations and identifying needed improvements in processes and procedures, and specifying and acquiring (through manufacture) items that are no longer available.
- Skill in written communication to understand written information (including facts, assertions, and arguments) and to express such information in writing so that others will understand, agree, or comply. This includes skill in preparing reports concerning inventory levels, item usage, costs, and related matters.
- Skill in oral communication to understand verbal information (including facts, assertions, and arguments) and to express such information verbally so that others will understand, agree, or comply.
- Skill in interpersonal interactions to interact with contacts in a businesslike, customer service-oriented manner.
- Skill in operating standard office equipment and using modern office software suites as well as specialized supply/warehouse systems.
- Ability and willingness to attend meetings or perform other assignments at locations outside the immediate duty site.

SUPERVISORY CONTROLS:

Daily and longer-term work is performed under the general direction of an administrative supervisor

(who may not be present on site/shift) in accordance with established operating procedures, with little instruction on the methods, techniques and practices to use. Incumbents, on their own, plan how work assignments will be completed and use their knowledge of generally-accepted and standard operating procedures to select the appropriate method(s) to complete work.

GUIDELINES:

Guidelines used by an incumbent include manuals, catalogs, checklists, purchasing regulations, contract documents and warehousing methods and procedures. The employee also refers to the Personnel Regulations, collective bargaining agreement, and other documents related to the supervision of employees and the maintenance of County resources.

COMPLEXITY:

Complexity is characterized by the number of contracts, sources, and items, including substitutions, which must be considered in ordering supplies, maintaining appropriate stock levels, detecting and reconciling discrepancies in orders/invoices/other documents/reports, and resolving daily work problems.

SCOPE AND EFFECT:

The work involves dealing with a variety of problem situations either independently or as part of a broader problem-solving effort. Problems encountered require extensive fact finding, review of information to coordinate requirements, and recommendations to resolve conditions or change procedures. The incumbent performs the work in conformance with prescribed procedures and methods. The results of the work affect the adequacy of local supply support operations, or they contribute to improved procedures in support of supply programs and operations.

CONTACTS:

Contacts include vendors/suppliers to inquire about availability and arrange for delivery, or manufacture/modification, of non-stock items, drivers and other delivery personnel or business owners/principals/representatives concerning supply matters, supervisory personnel to discuss supply requests, provide advice, and coordinate special/seasonal needs, and workers supervised to plan, assign, review, and evaluate work, coach/mentor, etc.

PUBLIC SERVICE /ASSISTANCE:

An incumbent in this class typically provides only incidental service or assistance to the public. As operations require, the employee works as a 'counter person' supplying items to requesting parties.

WORK ENVIRONMENT:

Work is performed in a variety of settings including warehouses and offices; there is occasional exposure to adverse conditions.

HAZARDS:

The work involves some occasional exposure to hazards associated with the handling and shelving of toxic/corrosive materials, cleaning up spills of such materials and similar risks.

PHYSICAL DEMANDS:

Work regularly involves periods of keyboarding, standing, walking, bending, crouching, other personal

movement and positioning as well as movement of items that are 20 pounds or more, and occasionally items weighing about 50 pounds. At times, the employee may move heavier items alone, or with assistance, by lifting, pushing, shoving, rolling, leveraging, etc.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of experience involving the research, ordering, receiving, stocking, inventorying and distribution of supplies and parts peculiar to the department/agency to which the position is assigned.

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

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

LICENSE REQUIREMENT:

Possession and maintenance of:

- A valid Class C (or equivalent) driver's license from the applicant's state of residence, a certificate for forklift operation and/or a license/certificate for operation of other equipment, which may include a Commercial Driver's License, as required by the position of assignment.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if 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.

PROMOTION POTENTIAL: No known promotion potential.

SUPERVISION EXERCISED:

This position supervises and plans the work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; Gives advice, counsel, or instruction to employees on both work and administrative matters, and evaluates work performance of subordinate.

CLASS SPECIFICATION HISTORY:

Class Established: October 2017