MONTGOMERY COUNTY GOVERNMENT **Code No. 009234**
ROCKVILLE, MARYLAND **Grade 17**
CLASS SPECIFICATION **FLSA: N**

SENIOR SUPPLY TECHNICIAN

DEFINITION OF CLASS:

This class covers: (1) leader work 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, and (2) individual contributor work as the primary individual responsible for the supply operation which supports a single large organization. Contacts include vendors to inquire about availability and arrange for delivery of non-stock items, drivers and other delivery personnel or business owners/principals/representatives concerning orders, supervisory personnel to discuss supply requests, provide advice, and coordinate special/seasonal needs, and workers led to receive information, issue instructions and answer technical questions. An incumbent in this class typically provides only incidental service or assistance to the public.

Incumbents in this class are responsible for ensuring appropriate stock levels and locating and expediting the acquisition of all routine, special order and out-of-stock items which are critical to supplying the organization to which assigned. Daily work is performed under the general direction of an administrative supervisor or a warehouse/supply manager in accordance with clearly defined standard operating procedures, with little instruction provided on the methods, techniques and practices to be used. Incumbents, on their own and within delegated authority, 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 their daily work. Guidelines used by an incumbent include manuals, catalogs, checklists, purchasing regulations, contract documents and warehousing methods and procedures. An incumbent is expected to use experienced judgment to acquire out-of-stock items and resolve questions/problems referred by other employees. 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. 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 individual contributor or work leader, ensures proper levels and readiness of material/equipment and fulfillment of orders/needs. 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 help, by lifting, pushing, shoving, rolling, leveraging, etc. As operations require, the employee works as a ‘counter person’ supplying items to requesting parties. 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. Work is performed in a variety of settings including warehouses and offices; there may be regular exposure to adverse conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- 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.
- Passes on assignments, helps review and provides performance evaluation recommendations on work of employees, and implements corrective actions as appropriate.
- Establishes and shifts storage locations in consideration of such factors as space available, turnover and convenience of handling items.
- Updates technical manuals, price sheets, manuals, checklists and administrative procedures for stockroom/supply operations.
- 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:

- 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, assigning/reviewing tasks, setting the pace, and otherwise helping the supervisor by performing group leader work; or ability to rapidly acquire this knowledge/skill set consistent with assigned responsibilities.
- Knowledge of, and ability to serve in a position of, work leadership, as required by the position of assignment.
- 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, and

monitoring storekeeping operations and identifying needed improvements in processes and procedures.

- 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.

MINIMUM QUALIFICATIONS:

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.

Physical Ability: Ability to perform some physically demanding work such as prolonged standing and lifting and carrying, or otherwise moving, tools, parts, specialized gear and other supplies or equipment weighing 20 pounds or more, and occasionally items of 50 pounds or more, using lifts hand trucks, dollies and means of leverage or assistance of others for movement of 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, 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 with Drug Screen**.**

Class Established: November 1975
Revised: August 1985
September 1987
Classification Study: December 1994 (M)
Classification Study: June 2002 (M)
March 2003

April 2010
August 2013
Classification Study: October 2017 (M)
Medical Protocol per OMS Review: August 2022