

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

**Code No. 009237  
Grade 10  
FLSA: N**

**SUPPLY TECHNICIAN I**

**DEFINITION OF CLASS:**

This is entry level Supply Clerk work, which may exist in a large supply operation or involve operation of a very small storage area with a limited number of items concerned primarily with receiving, stocking, and issuing of supplies with overall control of items stocked and stock levels determined by a supervisor. Contacts are generally limited to employees in immediate work area and people delivering or picking up items/ supplies, and typically involve exchanging routine information. An employee in this class offers little or no direct service or assistance to the public.

An employee in this class is responsible for ensuring that stock items are placed into inventory and available for use. Work assignments are limited in nature and usually performed under immediate supervision according to well-defined oral and written instructions. Work is checked in progress and/or upon completion to ensure conformance to procedures and instructions. Complexity of the work may be characterized by the existence of related steps required to perform routine stock-related functions. The scope of the work is limited to training-level and routine assignments in support of a supply operation; it directly contributes to the produce or service of the unit of assignment. Employees typically perform their work inside a warehouse/storage area that is dirty, greasy and dusty and outside on a loading dock with exposure to a range of weather conditions. Work requires an employee to type on a keyboard and/or stand and walk for extended periods of time as well as to reach, climb, crouch, bend and otherwise move about and position oneself. Employees frequently and independently move items that weigh up to 20 pounds or more, and occasionally handle items that weigh about 50 pounds. They use hand trucks, dollies, hoists and other mechanical devices or leveraging techniques and/or get help from other workers for movement of heavier items. Some employees in this class may move objects weighing 50 to 100 pounds or more by lifting, pushing, shoving, rolling, leveraging, etc., or using equipment for assistance. Work in this class involves some exposure to hazards associated with slippery surfaces, high stacks of pallets, toxic substances or vehicle emissions and similar conditions.

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

- Receives, unloads, unpacks, checks for damage, and places goods in assigned location.
- Checks incoming materials against invoices/purchase orders; makes entries onto such warehousing documents as issue request forms, shipping tags and labels in accordance with instructions.
- Marks and tags items on pallets and in bin, bulk, or other storage locations; rotates supply items as prescribed.
- Assembles and packages items for issue and shipment.
- Provides assistance taking periodic inventory by counting/reporting types and quantities of items.
- Cleans storage area, maintains stock in order, otherwise practices good storekeeping/housekeeping, and follows established safety procedures.
- Picks up and delivers supply items as directed.
- 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:**

- Ability to learn storeroom methods and procedures.
- Ability to maintain simple, routine records of items received and disbursed.
- Ability to make simple addition and subtraction computations.
- Ability to carry out verbally and written instructions.
- Ability to stack, arrange and rotate items according to height, width, weight, and any other instructions provided.
- Ability to use hammers, pliers, and other simple hand and power tools when opening containers, breaking wire banding, moving pallets and performing similar tasks.
- Ability to communicate effectively, both verbally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office.

**MINIMUM QUALIFICATIONS:**

**Experience:** No previous experience is required.

**Education:** Ability to read and write in English.

**Equivalency:** None.

**Physical Ability:** Ability to independently move objects weighing up to 50 pounds. Some employees must have ability to independently, or with assistance or equipment, move objects weighing over 50 pounds and up to 100 pounds.

**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, 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:** July, 1962

**Revised:** November, 1975 August, 1985

September, 1987

December, 1994 (M)

June, 2002 (M)

March, 2003

August, 2013

October, 2014

October, 2017 (M)

Medical Protocol per OMS Review, August 2022