

Code: 1211

Title: SUPPLY TECHNICIAN

SUMMARY: Receives, issues and stores supplies, materials and equipment. Some positions may perform duties in law enforcement or corrections environments and may include daily contact with inmates.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Maintains reorder point records for and reorders supplies when minimum balance is reached;
Receives, unloads and stocks supplies, materials and equipment;
Operates equipment such as a forklift, hand and push trucks, roller conveyer, ladders and pallet jacks;
Lifts and removes heavy boxes and items from shelves and bins;
Accepts and verifies receiving documents against shipments received and purchase orders;
Posts items received to inventory with use of computer;
Operates a motor vehicle to pick up and deliver materials and supplies;
Fills supply requisitions and documents items placed and/or missing;
Inventories stock supply items;
Makes simple mathematical calculations;
Maintains vending machine stock to include inventory, stocking and ordering vending items;
Collects funds from vending and other coin machines, counts and balances money against sold quantities, completes deposit slips and other documentation;
May assist in training, monitoring and general supervision of inmates assigned to work in the unit;
May perform minor maintenance on vending machines and change machines by fixing jams.

KNOWLEDGE & SKILLS:

Knowledge of:

- . methods and procedures used in handling warehouse stock;
- . warehouse safety practices;
- . applications of automated information systems;
- . supply management;
- . basic arithmetical principles and practices;
- . money handling and deposits procedures;
- . Personal, Protective Equipment (PPE);
- . facility safety, emergency and security procedures.

Skill in:

- . storing, inventorying, distributing and receiving supplies, materials and equipment;
- . following verbal and written instructions;
- . stocking and rotating stock, especially date sensitive supplies and materials;
- . verifying supplies, materials and equipment received against order documentation;
- . lifting heavy boxes and equipment;
- . basic arithmetic principles and practices;
- . maintaining effective working relationships with vendors and staff;
- . completing routine forms and records;
- . entering information into a computer database.

MINIMUM QUALIFICATIONS:

Six months experience stocking, receiving and/or inventorying experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Class D Arizona driver's license at the time of appointment.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: The ability to: lift, push, pull and carry 50 pounds or more; stoop and bend; wear Personal Protective Equipment (PPE); and independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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