

FIRE-RESCUE MATERIALS MANAGER**NATURE OF WORK**

This is specialized warehouse/stores work requisitioning, storing and issuing parts, materials, supplies and equipment in the Fire-Rescue Department.

An employee in a position allocated to this class manages a large scale stores facility. Work involves planning the requisitioning and issuance of all commodities and materials. Work is reviewed through conferences, reports and results obtained.

EXAMPLES OF WORK

Requisitions, stores, and issues supplies and materials.

Develops and implements inventory controls and purchasing tracking systems to avoid overstocking or shortage problems.

Conducts assigned research and makes recommendations to modify warehouse policies, procedures, and operations.

Initials commodity purchases involving large expenditures.

Writes specifications for equipment and materials used in the warehouse/stores operation and reviews bid tabulations.

Prepares and maintains warehouse operating budget.

Checks quantity and quality of goods received for conformity to purchase orders and specifications.

Checks condition of stock for damaged, depreciated, worn or obsolete items; takes appropriate action.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of warehouse inventory practices and procedures.

Considerable knowledge of the specialized types of supplies stored in the facility and their use.

Considerable knowledge of the laws, rules and regulations governing County purchasing.

Knowledge of modern office and accounting procedures.

Ability to maintain specialized inventory control and purchasing records.

Ability to analyze complex problems and to exercise sound judgement in problem solution.

Ability to communicate effectively, both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school supplemented by two (2) years of college coursework in Business Administration, Marketing or related field; one (1) year of experience in warehouse operations; or any equivalent combination of related training and experience.