

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 185**

**MATERIAL HANDLING SPECIALIST**

**GENERAL**

Routine work of moderate complexity in the receiving, storing and issuing of a variety of materials, supplies and equipment and for maintaining accurate and up-to-date stock inventory records. Work is performed under the supervision of the Chief Material Handling Specialist.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares requisitions for stock replacements and submits for approval.

Inspects quantity and quality of goods received for general conformity to prescribed specifications.

Accepts or rejects goods as indicated. Signs receipt for proper delivery of goods and follows up on delayed deliveries and discrepancies.

Stocks materials on tall shelves and maintains stock room area.

Places orders from specified sources, when authorized, to reorder stock.

Issues stock to requesting departments upon receipt of authorized requisition. Makes deliveries as required.

Assists in performing annual inventory.

Assists at City Auctions.

May serve in the absence of the Messenger.

Develops and places in effect efficient storage methods including the allocation of proper bins or other storage spaces for security of stock.

Makes minor purchases from specified sources when authorized.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to interact effectively with the public and effectively communicate orally and in writing. Knowledge of storekeeping methods and procedures, and of records used in the receipt, storage and issuance of diversified goods. Knowledge of the various kinds and grades of supplies, materials and equipment applicable to the area of assignment. Knowledge of purchase and requisition procedures.

Ability to determine the quantity and quality of goods received in relation to prescribed specifications. Ability to make arithmetic calculations with speed and accuracy. Ability to carry out oral and written instructions and to manage routine operations. Ability to maintain inventory and stores records.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. Some experience in receiving, storing and issuing a wide variety of store's items and keeping inventory records. Some experience in use of personal computer (PC).

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Frequent heavy lifting up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling and grasping. Ability to drive a vehicle and capability to coordinate and drive a forklift truck. The noise level in this environment is very loud when using machinery.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.