SUPPLY EXPEDITER

NATURE OF WORK IN THIS CLASS:

This is routine work involved in expediting the pick-up and delivery of supplies and equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

- Expedites pick-up and delivery of supplies and equipment.
- Makes direct purchase of supplies and equipment; ensures that supplies and merchandise conform with specification.
- Contacts carrier agent to clear bill of lading or airway bill.
- Prepares claims report on shortages and damages.
- May obtain price quotations from various vendors.
- May operate light and heavy vehicles.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the various supplies and equipment.
- Knowledge of storekeeping methods, practices and procedures.
- Knowledge of freight handling and safety measures for proper delivery.
- Ability to expedite pick-up and delivery of supplies and equipment.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to operate light and heavy vehicles may be required for certain assignments.
- Skill in the safe operation of a motor vehicle.
MINIMUM EXPERIENCE AND TRAINING:

(A) Six months of experience in general supply work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY 1980

DAVID R. FLORES, Executive Director
Civil Service Commission