

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 equipment, 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

DR Flores

DAVID R. FLORES, Executive Director
Civil Service Commission