



## DETROIT WATER AND SEWERAGE DEPARTMENT

### JOB POSTING

735 Randolph - Suite 2000  
DETROIT, MI 48226

### OPEN COMPETITIVE

**Please read entire document before starting your application**

**Job Category:** Procurement  
**Title:** Materials Management Specialist  
**Minimum Salary:** \$32,412  
**Open Date:** December 15, 2015

**Recruitment Unit:** Finance  
**Vacancies:** 10  
**Maximum Salary:** \$45,377  
**Close Date:** Open Until Filled

#### SUMMARY:

The Materials Management Specialist receives, stores and issues supplies and maintains records in a storeroom; assist in the supervision of a stores' operation; direct the work activities of employees engaged in specialized stores' activities.

#### ESSENTIAL JOB FUNCTIONS:

Receive, store, and disburse stock, equipment and tools. Prepare requisitions and make recommendations for purchases based on operation needs and past consumption from records. Perform and reconcile physical count with inventory records and order requests. Contact vendors to obtain price quotes, secure prices and to place orders. Direct and oversee the work of employees engaged in stores activities. Prepare various store activity reports. Ensure security of supplies, equipment, materials and/or recycled products. Develop methods to assign inventory/stock numbers and locate places for storing materials and supplies. Develop and maintain a variety of records including but not limited to perpetual inventory records, time records of field crews, work, costs, or quantities of supplies furnished for a particular job and other similar activity records. Consult manufacturers and catalogues for materials and supplies specifications. Check incoming material and supplies for quality and quantity against invoices, purchase orders, packing slips, contract order release forms or other documents. Operate automotive vehicles and mechanized materials handling equipment such as forklifts and dollies. Perform shift work which includes all day, afternoon, night, weekend and holiday assignments. A valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain. Wear personal protective equipment (PPE). Follow security and safety policies and procedures in carrying out work duties. Provide on the job training.



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#### **RELATED JOB FUNCTIONS:**

Keep storeroom and/or yards in a clean and orderly condition. Perform related work duties as assigned.

#### **SUPERVISION EXERCISED:**

Not Applicable

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### **KNOWLEDGE OF:**

- Up-to-date perpetual inventory records and accepted purchasing practices of a large organization
- Methods used to receive and issue materials in a storeroom or stockroom
- Recycling processes and collections

##### **SKILL TO:**

- Use advanced technology
- Maintain various supply records and handling and sorting of materials

##### **ABILITY TO:**

- Devise handling and storing methods
- Maintain accurate records
- Make arithmetic computations
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member



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#### **REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry):**

- High School Diploma or GED
- Two (2) years of experience in handling and issuing of supplies in a warehouse or store operation including maintenance of related clerical records

#### **ESSENTIAL REQUIREMENTS**

##### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position requires the ability to climb ladders, maneuver through storerooms, storage yards, warehouses, and elevated locations; lift a minimum of fifty (50) pounds, walk or stand for long periods of time; carry, stack, stoop, kneel, push, pull and other efforts requiring considerable physical strength.

##### **Environmental Working Requirements:**

This position requires the ability to work in all conditions involving exposure to outside elements and seasonal weather. Work is performed at the plant or office environment. Work may be performed near systems with hazardous chemicals that are acidic, highly corrosive, heat producing and potentially explosive. Employees will also be required to pass a yearly baseline physical and fit test for respirator/Self Contained Breathing Apparatus. Work may be performed in hazardous areas that require respiratory protection and personal protective equipment (PPE), and under slippery and wet conditions. This position may be exposed to excessive noise, moving objects and vehicles.

##### **Level Progression Requirements:**

Not Applicable



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#### Other Requirements:

Valid Michigan Driver's License. Operate forklift or dolly. Ability to work irregular hours, to commute to DWSD facilities and work sites, and respond to after hour emergencies and on-call responses

#### THE WAY WE WORK

The Employees of DWSD . . .

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

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The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position. Employees in this class are required to undergo alcohol and drug screening and are subject to a criminal background investigation.

Eff:  
Rev: 1/13/2014



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**Please submit an employment application, letter of interest and resume for this position  
to:**

**Detroit Water & Sewerage Department  
Attn: Sigele Rutledge, Human Resources Generalist  
735 Randolph, Suite 2001, Detroit, MI 48226**

**The Employment Application can be found on DWSD's Website:  
[http://www.dwsd.org/pages\\_n/careers.html](http://www.dwsd.org/pages_n/careers.html)**