

TRANSPORTATION MATERIALS SUPERVISOR

KIND OF WORK

Supervision of staff and the administration of a materials management program in a Minnesota Department of Transportation (MnDot) district office.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for supervising a Minnesota Department of Transportation district materials management program involving Local Purchasing Authority, Vendor networking and analysis, Automation, Budget, Hazardous Materials Program, Warehousing, Recycling and Participation with Minnesota Department of Transportation District Management Team as well as providing item specifications, purchasing direction, and product distribution.

The Transportation Materials Supervisor class differs from the Inventory Control Supervisor 1 and 2 classifications in that this position works in a Minnesota Department of Transportation district office in a broader range of activities.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct the development and use of computer/automation in the workplace to insure optimum management of inventories by providing direction for use of the CAMMS (Computer Assisted Materials Management System) and other interfaced and operational systems; ensuring that all necessary system record updating is accomplished as changes occur; developing special management reports and use the computer technology to make Materials Management decisions, e.g., stocking levels and just-in-time purchases; and developing and maintaining a fixed asset inventory record keeping system.

Procure materials and supplies under guidelines for Local Purchase Authority so that customer needs are met by developing and supporting a user-friendly CAMMS menu driven reporting system that provides for realistic inventory levels; providing direction to staff in establishing and monitoring reorder points and quantities; evaluating the procurement process; administering the FARMS (Fixed Asset Resource Management System); managing the local purchase authority activities; analyzing CAMMS, mainframe, PC, and other Materials Management and inventory reports and providing projected demand forecasts, cost breakdowns, storage requirements and other logistical information; providing accurate and quality budget information; and supporting and promoting the Statute for Small Targeted Businesses, and Economically Disadvantaged (ED) businesses.

Provide consultation and direction to Supervisors and Managers so that the most efficient use of dollars is utilized to purchase the most appropriate parts and supplies by considering Hazardous materials, recycling relationship with vendor, budget dollars and management expectations.

Provide education and training to District personnel and the public on materials concerns in many areas including Economically Disadvantaged Vendor Procurement, Hazardous Materials, Recycling, purchasing recommendations, obsolete equipment and inventory, building materials repair/replacement decisions.

Manage and direct the warehousing of materials and supplies so that necessary materials are on hand for planned operations by evaluating information concerning material, parts, and supply requirements; directing the analysis and prioritize the purchasing of seasonal parts and supplies; developing and providing a security procedure for inventory under direct control and monitoring security procedures for areas with consigned inventory; providing direction for the disposal or return of obsolete and no activity parts and supplies; and coordinating the purchase of repair parts and supplies.

Network with local and statewide committees, task forces and resource groups so that on-going and improved management techniques and skills are shared and learned by meeting with fellow members, supervisors, and inventory users (customers) on matters pertaining to procedures, training, human relations.

Administer the recycling program to insure an aggressive, effective program including actively seeking out vendors, promoting recycling program, negotiating avenues to disposal of obsolete and surplus inventory, evaluate use of hazardous material in District, and recommend safe alternatives to Hazardous Materials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Materials and Purchasing function including bidding process, specification writing, materials management (Just-In-Time-reorder points), rules and regulations, Department of Administration procedures.

Road construction, maintenance, heavy equipment maintenance, building construction and remodeling, and administrative duties necessary for the operation of a Minnesota Department of Transportation district sufficient to effectively manage the materials function.

District budget process sufficient to develop, monitor and evaluate staff's requests for equipment and materials, and determine priorities among competing programs.

Hazardous materials/recycling programs, safety equipment and supplies, and environmental concerns sufficient to set up a Hazardous Waste Program within the district and to train all staff on the appropriate use, monitor and maintain an environmentally sensitive procurement system that meets environmental and legal standards.

Minnesota Department of Transportation's policies and procedures sufficient to direct the materials management program.

Specialized materials oriented computer programs (i.e., CAMMS) sufficient to maintain accurate accounting of inventory; allow for more efficient use of reorder points; ability to identify and make recommendations on obsolete inventory; provide an efficient means to complete cycle counting; and create a resource pool that allows districts to share inventory.

Human resources policies, procedures and bargaining unit agreements and the statewide accounting system sufficient to resolve personnel problems; create and fill positions; reward and discipline employees; assign, schedule and direct work; and maintain accurate records for all program expenditures and monitoring budget levels.

Skill in:

Human relations sufficient to lead, coach and mentor staff and resolve problems between staff members or with clients or the public.

Oral and written communications sufficient to explain policy and administrative decisions to staff and the public; write informational materials; answer inquiries; and give presentations/training sessions.

Negotiation skills sufficient to create win/win solution with external and internal customers and stakeholders.

Ability to:

Organize sufficient to plan and structure work and program goals, monitor procedures and accomplishments, and detect and solve problems in quantity or quality of work.

Make decisions sufficient to choose the best of less than perfect alternatives in controversial and difficult situations, make complex decisions rapidly in emergency situations, explain the reasons behind decisions and withstand criticism.

Develop and monitor budgets sufficient to evaluate staff's requests for equipment, and determine priorities among competing programs.

Est.: 9/92

Rev.:

T.C.:

Former Title(s):