

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Material Control Agent II

JOB CODE : 051125

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent requisitions, researches, and monitors procurement of materials for Nevada Test Site-assigned department.

DIMENSIONS

The incumbent reports to the Material Control Supervisor and may supervise others if assigned.

NATURE AND SCOPE

1. Responsible for reviewing and preparing requests for materials using Just-In-Time, Automated Issuing System, and Procurement Requisition Tracking System method and catalogs;
2. Initiates and processes material requests ensuring all necessary information is complete; coordinates material submittal information between Material Control, Engineering, Procurement, and user; coordinates disbursement of materials to proper jobsite; obtains proper authorization for priority, special request, and sensitive items;
3. Researches and responds to questions from requisitioners, buyers, and vendors regarding orders such as price, availability, specifications, and delivery date;
4. Studies past material usage and recommends stock levels of repetitive use items; advises Buyers of adequate material substitutes; advises field personnel of availability of materials in the market;
5. Prepares, reviews, distributes, and transmits correspondence, reports, and source documents; and performs general office duties such as data entry, filing, typing, directing telephone calls and visitors, etc.;
6. Completes reports, writes commodity descriptions, maintains Material Safety Data Sheets and other environmental compliance records on materials;
7. May assist in determining necessary materials and tools to complete tasks using blueprints and engineering criteria;
8. Inspects incoming materials to ensure quality, quantity, and specifications are as requested;
9. May train/supervise assigned personnel if assigned;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking for short distances in office areas or warehouse while making copies, inspecting materials, etc.;

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2. Frequent-to-constant sitting while working at computer, researching, reviewing, preparing paperwork, using telephones, etc.;
3. Frequent lift/carry paperwork, catalogs, supplies, or materials 1 to 20 pounds; occasionally up to 50 pounds of heavy equipment and materials;
4. Occasional push/pull exerting force up to 10 pounds while opening doors or file drawers;
5. Occasional climbing stairs or step stools to reach some areas;
6. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
7. Occasional kneeling/crouching while installing/inspecting equipment or materials;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, answering telephones, filing, completing paperwork, etc.;
9. Constant use of sight abilities in operating computer, reading catalogs, filing, and completing paperwork;
10. Frequent use of speech/hearing abilities in communicating with requisitioners, buyers, vendors, and other personnel.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in reviewing and preparing orders, inspecting shipments, ensuring that all regulations and procedures are followed, and maintaining a safe work environment;
2. Must be able to work independently, use initiative, make decisions with limited information, and follow through on all assignments with minimal supervision;
3. Must be able to plan/organize and prioritize work load to ensure that all materials are procured within required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills;
5. Must be able to learn technical details of materials ordered in assigned areas, which may include reading blueprints and construction, automotive, and other technical nomenclature;
6. Must be able to understand and follow complex policies and procedures regulating the procurement process;
7. Must possess excellent oral/written communication skills and interpersonal skills in order to deal with all levels of users, management, suppliers, and coworkers in a professional and effective manner;
8. Must possess negotiation skills and ability to train others effectively;
9. Must be able to deal with constant pressure of handling multiple priorities, frequent interruptions, deadlines, complaints, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office areas. Some work may involve exposure to warehouse or outdoor conditions.

Tools & Equipment Used: Mainframe and personal computers, printer, telephone, fax, catalogs, general office equipment, and motor vehicle.

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REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of shipping/receiving or purchasing experience or related work experience. Experience in computers required with knowledge of on-line procurement systems and WordPerfect 5.1, FoxPro, Lotus 1-2-3, and good keyboarding skills.

OTHER SPECIAL QUALIFICATIONS

Ability to read blueprints/technical specifications preferred. Driver's license required.