

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

**POSITION TITLE:** Senior Material Control Agent

**JOB CODE :** 002372

**DATE PREPARED :** October 1, 1989

**Revised:** August 30, 1994

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**SUMMARY STATEMENT**

The Senior Material Control Agent performs materials takeoff, requisitions materials, and provides liaison between operating, procurement, and supply departments.

**DIMENSIONS**

The incumbent has contributory impact upon the operating budget and no direct supervisory responsibility. This position reports to a Material Control Supervisor.

**NATURE AND SCOPE**

1. Performs material takeoffs and writes requisitions for materials with special quantities and acquired data using Company stock catalog terminology and provides other documents required by suppliers for procurement departments;
2. Conducts quantity surveys and performs material takeoffs using work orders and blueprints;
3. Ensures propriety of work order numbers before using them on materials requisitions;
4. Studies past material usage and recommends the establishment of certain stock levels to the Supply and Property Management department;
5. Advises buyers of adequate material substitutes, supply personnel of future operation demands at stock levels, and field superintendents of the availability of materials in the market;
6. Verifies subcontractors' charges for operations and materials or services;
7. Supervises personnel in locating, identifying, and controlling reusable or repairable material and conducts special inspections of vendor facilities and received materials;
8. May act as the Company representative at off-site locations such as vendor, fabrication, or production facilities;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. 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>
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1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

### **Senior Material Control Agent**

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

### **Mental**

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

### **PRINCIPAL CONTACTS**

The incumbent maintains contact with various levels of management within the Company to coordinate the requisition of materials. Frequent contact is maintained with manufacturers for details regarding specific products.

### **WORKING CONDITIONS**

General office conditions exist most of the time.

### **REQUIRED WORK EXPERIENCE**

This position requires six years of experience in drilling, electrical, mechanical, structural tunneling, or electronics, including the field of logistics, estimating, or procurement.

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**REQUIRED TRAINING**

This position requires high school graduation or equivalent, plus advanced vocational training in business administration, engineering, or a related field, or equivalent experience.

**OTHER SPECIAL QUALIFICATIONS**

None.