



MATERIAL CONTROL ANALYST

JC: UA130

PG: S08

BU: S04 (SEIU)

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, coordinates the movement of materials, parts and supplies to various stores locations to ensure availability for daily maintenance requirements; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for the analysis of District parts and supplies usage, particularly those required for the servicing and maintenance of revenue vehicles and fare collection equipment. In addition, provides coordination of movement of such items within the District to various stores locations to meet all reasonable maintenance and servicing demands. This class is distinguished from the Material Control Supervisor in that the latter has overall supervisory responsibility for material control, distribution, receipt, and acceptance of parts.

REPORTS TO

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Compiles and analyzes daily parts status reports for revenue vehicles and automatic fare collection equipment.
2. Determines parts, materials and supplies requirements for individual storerooms and allocates items to them.
3. Oversees the internal distribution of parts to ensure that allocations are accomplished; Assigns priority handling for allocations of urgently needed or emergency parts to appropriate store's locations.
4. Coordinates and expedites the reordering and acceptance of critical parts and materials with purchasing and inventory control staff; Inspection personnel and vendors or manufacturers.
5. Generates back orders and expedites their handling.
6. Reviews receiving reports and assists in expediting inspection of incoming parts and materials; Notifies Purchasing when vendor does not meet the terms of purchase orders.
7. Research files for past activity of parts usage, determines the annual usage of high-volume items, and establishes realistic minimum stock levels.
8. Coordinates the assembly of "parts kits" with stores personnel for usage in internal modification programs.

9. Identifies new parts or materials that need to be stocked and assists in developing sources and vendors for such parts.
10. Assists in maintaining the computer-based inventory control system by entering new parts and other items into the system, incorporating nomenclature changes, and deleting obsolete items which should no longer be stored.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of public agency purchasing
- Principles, practices, and methods used in receiving, storing, and moving materials, parts, and supplies
- Principles and practices relating to expediting of parts, materials, and equipment
- Basic analytical and research techniques
- Basic business data processing principles as applied to the use of a computer-based material control system

Skill/ Ability in:

- Interpreting maintenance parts and supplies requirements, establishing adequate stock levels, and coordinating internal parts distribution
- Analyzing statistical data, evaluating alternatives, and reaching sound conclusions and recommendations. Making accurate arithmetic calculations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using a computer-based materials management system
- Making sound independent judgments within established guidelines
- Maintaining accurate materials control records and files
- Preparing clear, concise, and complete reports and other written correspondence

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education

Equivalent to graduation from high school. College or technical school course work is desirable.

Experience

Three years of experience in expediting, purchasing, material control or storekeeping, or in maintenance work which has involved the analysis and planning of work activities.

Substitution

None

Other Requirements

Material Control Analyst

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WORKING CONDITIONS

Environmental Conditions

Physical Conditions

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0530 – Purchasing Agents
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: June 1987