

Pattern II

“responsibilities equivalent in level and responsibilities to Materials and Stores Specialist.”

A non-comprehensive list of tasks performed by a Materials and Stores Specialist:

- Lead lower level staff performing warehouse duties
- Review storeroom supply orders and distribute material to appropriate unit or facility
- Receive and inspect equipment and supplies
- Ensure received equipment and supplies match what was ordered
- Coordinate the storing and staging of inbound and outbound material loads
- Maintain warehouse records and spreadsheets
- Load and unload trucks or other common carriers with materials and supplies
- Performing inventory duties including reconciling inventory counts
- Ensure efficient use of warehouse space
- Ensure safe handling and storage of hazardous chemicals and materials
- Inform vendors and shipping companies of delivery discrepancies