

\*\*\*This is only a **preview** of the exam statements for the Training & Experience Examination. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

## **Equipment Materiel Specialist**

### **Training and Experience Examination**

1. Identifying and researching parts or supplies using various resources (e.g., part books, catalogs, internet, visual inspection) to determine appropriate requestor needs (e.g., mechanic, supervisor, superintendent) and ensure order correctness.
2. Researching and analyzing price, quality, specifications, and delivery dates of various parts and/or supplies to ensure the best value is obtained prior to placing orders.
3. Providing estimates for parts, supplies, or services to various personnel when required or requested and recommending substitutions when the parts or supplies are obsolete or cannot be located.
4. Soliciting bids from various vendors on parts and/or supplies and consulting and/or negotiating on price, delivery, or quality of parts and/or supplies to obtain the best value.
5. Purchasing equipment, parts, supplies, and/or services from vendors by following purchasing guidelines.
6. Communicating with various individuals (e.g., supervisor, supplier) to follow up on the status of an order.
7. Examining, reviewing, and filing forms and/or paperwork to ensure they are accurate, contain all necessary information, and are placed in the proper location.
8. Examining received orders (e.g., parts, supplies) and comparing with records (e.g., manifests, invoices, orders) to verify order correctness.
9. Storing items in an orderly and accessible manner in various locations (e.g., warehouses, supply rooms, other areas) ensuring that stock is rotated on a first in/first out basis and that items are properly marked or labeled using various procedures (e.g., identification tags, stamps, electric marking tools, other labeling equipment).
10. Verifying electronic inventory by comparing them to physical counts of stock and investigate discrepancies.
11. Retrieving needed materials from stock locations to prepare them for shipping.
12. Identifying and safely handling hazardous substances (e.g., battery cores, tire casing, waste oil).