

EDITED KSAPC LISTING

CLASSIFICATION: MATERIALS AND STORES SPECIALIST

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of warehousing, storekeeping, and inventory methods and practices to ensure proper purchasing, receipt, storage, and distribution of materials/stock.
K2.	Comprehensive knowledge of shipping rates and classifications to identify appropriate cost and type of items being shipped.
K3.	Comprehensive knowledge of Office of Procurement specifications to meet departmental ordering guidelines, policies, and procedures.
K4.	Basic knowledge of stock array systems to better utilize area/shelves/floor space and process fast moving stock items.
K5.	Basic knowledge of freight claim procedure to properly complete claim forms and document agreements made by vendor for replacement/reimbursement of damaged/incorrect items.
K6.	Comprehensive knowledge of inventory and quality control in order to effectively maintain and distribute materials/stock in a correct and timely manner.
K7.	Basic knowledge of vehicle and safety guidelines, rules, laws, regulations, etc., to properly operate a motorized vehicle and/or warehouse equipment (e.g. forklift, pallet jack, etc.).
K8.	Basic knowledge of safety/security standards and procedures for handling various kinds of supplies/materials while working in a supply room/warehouse.
K9.	Comprehensive knowledge of general business principles in order to successfully operate the day-to-day activities of a supply room/warehouse.
K10.	Basic knowledge of computer software to prepare various supply room/warehouse documents.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Ability to:	
A1.	Communicate effectively to provide information, give direction/instruction, properly document claims, purchase orders, stock receipt reports, etc.
A2.	Perform heavy physical labor to load and unload materials/stock for delivery or receipt, stock shelves, palletize, etc.
A3.	Operate motorized material handling equipment to load/unload material/stock for delivery or receipt, stock shelves/pallet racks, move stock, etc.
A4.	Estimate possible future demands of various supplies based upon past needs to maintain a sufficient stock and meet departmental requirements.
A5.	Work independently to successfully perform the duties of a Materials and Stores Specialist.
A6.	Work effectively with those contacted in the work to maintain open lines of communication and provide excellent customer service.
A7.	Act as a lead person by providing training, instruction, and/or guidance in the performance of supply room/warehouse functions to assist others in completion of required duties.
A8.	Keep accurate records and prepare reports of work done to provide documentation and necessary information.
A9.	Analyze situations accurately and take an effective course of action to ensure work is completed.
A10.	Operate computerized equipment to input information, generate storeroom/supply orders, create inventory listing, etc.
A11.	Operate motorized vehicle to deliver/pick-up materials/stock.
A12.	Apply arithmetical computations for inventory purposes, space calculations, receiving/shipping materials/stock, etc.