



## MATERIAL EXPEDITOR

JC: UA150  
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, monitors and coordinates materials and parts requirements for the maintenance of revenue vehicles, automatic fare collection, electronic components and other equipment required for efficient revenue service; performs varied program, budget, and administrative support duties; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class provides materials and related administrative support to the communications and component repair function and related cost centers by locating, ordering, and monitoring both standard and specialized parts and equipment required for the maintenance, repair and modification of vehicles, equipment and components used for revenue operations. In addition, this class assists management by monitoring and administering various programs and budgets related to the maintenance functions. This class is distinguished from related classes in materials management in that it focuses on the technical support of revenue maintenance personnel and activities.

### **REPORTS TO**

### **EXAMPLES OF DUTIES**

1. Confers with supervisors and foreworkers regarding materials, parts and supplies required for scheduled and unscheduled maintenance of revenue vehicles, automatic fare collection equipment and other electronic components and equipment.
2. Monitors critical parts requirements, expedites delivery, and researches vendor manuals, specifications, and other sources to determine alternate sources of supply.
3. Makes recommendations as to whether to purchase or fabricate special parts, tools, and equipment.
4. Assists purchasing staff in developing sources of supply and locating qualified vendors.
5. Initiates purchase documents to purchase items directly when necessary.
6. Prepares or assists others in preparing bid specifications; Assists in the evaluation of bids for price and quality.
7. Follows up on orders to determine possible delivery problems and their solutions.
8. Monitors and controls the use of parts and components from vehicles and equipment that are being phased out.

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9. Recommends and prepares schedules and procedures relating to both the preventive maintenance and secondary maintenance programs.
10. Monitors inventory budget expenditures and information and analyzes maintenance implications.
11. Coordinates various modification programs with staff from other shops.
12. Performs a variety of operational and administrative analyses, evaluates alternatives, and recommends policy and procedure changes.
13. Maintains and prepares a variety of records, forms, and reports.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Uses and applications of various parts, tools and materials used in the maintenance and repair of revenue vehicles and complex electronic equipment
- Techniques for specifying, locating, and evaluating materials, parts, equipment, tools, and supplies
- Procedures for bid specifications and selection, contract administration, and the purchase of maintenance materials
- Operational analytical methods and techniques
- Basic budgetary principles and practices
- Business computer user applications, particularly as related to operational analysis

#### **Skill/Ability in:**

- Evaluating user needs and requirements for materials, tools, supplies and equipment
- Evaluating quality and properties of materials, tools, parts, and equipment
- Preparing bid specifications and other purchasing documents
- Monitoring shop inventory levels, budget documents and other reports and records
- Analyzing difficult maintenance, supply, and administrative problems, evaluating alternatives, and recommending sound solutions
- Interpreting and applying rules, regulations and policies and procedures
- Reading and interpreting diagrams, specifications, and schematics
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Preparing and maintaining accurate records and reports
- Making sound independent judgment within established guidelines

A typical way of gaining the knowledge and skills outlined above is:

### **MINIMUM REQUIREMENTS**

#### **Education**

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

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**Experience**

Four years of experience in EITHER: expediting, purchasing, materials control and storekeeping, OR in planning and supervising maintenance activities.

**Substitution**

None

**Other Requirements**

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

**WORKING CONDITIONS**

**Environmental Conditions**

**Physical Conditions**

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 5600 – Production, Planning, Exped. Clerks  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created:** November 1990

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