

Missouri Department of Transportation

Code: R01073

Title: Senior Supply Agent

Exemption Status: Non-Exempt

Grade: 7

Job Description

Effective Date 01-01-2014

Replaces (Effective Date) 06-01-2010

General Summary The senior supply agent receives, issues and maintains supplies including filling requisitions and shipping or delivering freight throughout the districts and/or Central Office. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications High School Diploma or GED/HiSET
Two years of experience in supply or procurement positions.
May require a valid Class B Commercial Driver's License with no air brake restriction.
Successful completion of a work simulation examination and a medical-physical examination.

Supervisory Responsibilities Lead Worker Only

Location Central and District Offices

Special Working Conditions/Job Characteristics Job requires heavy physical exertion and effort.
Job requires exposure to moderately adverse and undesirable environmental conditions.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Fills requisition orders from field locations and assists field personnel in filling supply orders.
- (2) Prepares supplies for shipment statewide or within a district or division; may drive a freight truck to deliver supplies.
- (3) Receives and inspects items for quality and compliance with specifications and works with vendors to remedy discrepancies.
- (4) Orders supplies for inventory; enters and maintains purchasing documents in supply database.
- (5) Monitors stock usage to control inventory and develops reorder points to replenish stock when necessary.
- (6) Recommends changes to stock levels to ensure proper inventory based on historical sales and use data.
- (7) Records sale of inventory stock items utilizing the department's computerized inventory system; may dispose of surplus inventory via on-line auction.

- (8) Performs inventory balancing functions; takes periodic physical inventory of stock to compare with electronic inventory and conducts audits to ensure proper documentation of receipts.
- (9) Responds to customer inquiries related to inventory items and/or the computerized inventory system.
- (10) Performs lead worker responsibilities, including providing general instruction, assigning and reviewing work, coaching and training, and providing staffing and performance management input to the supervisor.
- (11) May operate a forklift.
- (12) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.