

Missouri Department of Transportation

Code: R01394

Title: Supply Agent

Exemption Status: Non-Exempt

Grade: 5

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The supply agent receives stock, maintains parts and supplies on computerized inventory system, issues parts and supplies, and delivers freight throughout the districts and/or Central Office. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
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** None

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) Issues parts and supplies from requisitions.
- (2) Issues local purchase orders, verifies commercial invoices against purchase orders and codes for payment.
- (3) Monitors order status, notifies field upon receipt and checks supply specifications for compliance.
- (4) Conducts inventory audits and ensures proper documentation of receipts of sales.
- (5) Maintains automated inventory records and performs daily and month-end balancing functions.
- (6) Ships and receives freight and mail and delivers to areas in the district.
- (7) Prepares invoices for billing users for direct shipments.
- (8) May dispose of surplus inventory via on-line auction.
- (9) May operate a forklift.
- (10) 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.