



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MATERIALS SPECIALIST**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Materials Specialist will ensure the materials for road construction are ordered in a timely manner. Will be responsible for record keeping of all ordered material and inventory control.

EXAMPLES OF WORK PERFORMED

Assist in scheduling and coordinating road maintenance and construction projects

Assists in activities relating to road construction

Oversees the repairing of roads and/or open drainage systems

Assists in estimating costs and recommendations and modifications as needed using knowledge of construction principles

Researched records to obtain information about current and existing road projects

Works closely with Budget Manager's office to insure that funds are available for anticipated projects

Ensure that all procurement process procedures are followed

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Two academic years from an accredited college or university in construction management or related field

Two (2) years of experience in construction, road materials and inventory control

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory practices, methods, and procedures

Ability to transfer inventory from one location to another, and review inventory policy for compliance

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations