

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Material Storage Supervisor 1
Bureau of Finance and Administration, Division of Materials Management

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees (see "eligibility" section below)

Location: Stores Location, Putnam, CT

Hours: 37.5 hours per week

Salary: TC 16: Annual - \$41,878 to \$54,381

Closing Date: December 23, 2010, close of business

Position Description: The Connecticut Department of Transportation has a Material Storage Supervisor 1 position in the Bureau of Finance & Administration, Division of Materials Management, Putnam, CT. This position is full time, 37.5 hours per week and open to eligible State employees. The candidate selected for this position will work under the direction of a Transportation Material Storage Supervisor or an employee of higher grade. This class is accountable for acting as a working supervisor in warehouse operations in Putnam.

Duties include: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities; plans unit workflow; establishes and maintains unit procedures; may make recommendations on policies or standards; may prepare reports and correspondence; acts as liaison to vendors, other state agencies, and DOT units to coordinate deliveries, catalog number identification and processes; performs purchasing functions on the Core-CT Financial for stock replenishment in accordance with minimum/maximum levels, reorder points and established purchasing regulations/guidelines; maintains electronic inventory for the issuance of stock items on the Core-CT Inventory Management; inspects commodities for quantity and quality; verifies shipments with vendors; processes official receiving documents; responsible for inventory levels, security of stock, maximum turnover rates and controls obsolescence; maintains general housekeeping; identifies storage locations in conjunction with proper methods of storage; operates, maintains and inspects assigned equipment in accordance with established policy and procedures; performs related duties as required.

Special Requirements: Experience and knowledge of Core-CT, Core-CT Financials and Core-CT Inventory Management; working knowledge of heavy duty truck parts and associated applications; math and number skills; physical stamina and strength (heavy lifting, bending, climbing; **extensive overtime** in winter for snow and ice and other emergency situations; instate travel to chase parts; valid driver's license. Work hours are 8:00 a.m. to 4:00 p.m.

Eligibility: **Candidates must have passed the Material Storage Supervisor 1 examination and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Submit a Cover Letter, Resume, State Application (CT-HR-12), and copies of last two service ratings to:

DEPARTMENT OF TRANSPORTATION
Bureau of Finance & Administration
Materials Management
Ms. Jan Snyder
Asst. Dir. of Purch. & Materials Management
2800 Berlin Turnpike
Newington, CT 06111
Room 2431
Tel: 860-594-2265
Fax: 860-594-2302
Janice.A.Snyder@ct.gov

Candidates may refer to the DAS website at <http://das.ct.gov/employment> for job specification requirements and application forms. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Material Storage Supervisor 1 positions in the Bureau of Finance & Administration within twelve months.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.