



MATERIALS MANAGEMENT SPECIALIST IV/IV

Finance Division

Purchasing Department

(Internal ID: 2250/2255)

Materials Management Specialist V | Grade 20 | \$35,515.33 - \$59,243.72*

Materials Management Specialist IV | Grade 21 | \$37,326.96 - \$62,265.74*

Close: Opened Until Filled

**One position is available; to be filled based on the candidate's qualifications.*

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES

The **Materials Management Specialist IV** performs technical, administrative and value added services under the direction of the Materials Management Manager and Materials Management Specialist I. Responsible for the routine procurement of consumable items, selected non-stock items, and selected inventory. Assists with internal and external processing, protection, storage/inventory, distribution, and shipping for all purchased items. Performs supply counter service function, and assists in expediting orders. Will be required to assist with and provide backup for all Materials Management Specialist II/III duties.

The **Materials Management Specialist V** performs warehouse duties, housekeeping and value added services under the direction of the Materials Management Manager and Materials Management Specialist I. Responsible for counter service, down stocking non-stock and inventory items, ships priority packages via FedEx & UPS, and preventive maintenance of selected inventory. Assists with internal and external processing, protection, storage/inventory, distribution, and shipping for all purchased items. Will be required to assist with Materials Management Specialist III.

REQUIREMENTS

- **Materials Management Specialist IV**
 - Completion of high school or a GED program.
 - Knowledge of Buyer practices and procedures.
 - Knowledge of, or the ability to acquire general knowledge of the Virginia Public Procurement Act (VPPA).
 - Experience with computer software application packages utilized to manage supply, inventory control, and materials handling and distribution as well as word processing, spreadsheet, and data based applications is highly desirable.
- **Materials Management Specialist V**
 - Completion of high school or a GED program.
 - Experience in in supply, purchasing, inventory control, or warehouse management is required. Any equivalent combination of experience, education, and training, which provides the required knowledge, skills, and abilities, is acceptable.
- Must be able operate a forklift, a large truck and other materials handling equipment.
- Must be able to handle physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting, and carrying 50 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia.



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

**Starting salary will be between minimum and midpoint in the range.*

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

ALL NEW HIRES MUST HAVE COVID-19 VACCINATION AND SHOW PROOF PRIOR TO START DATE.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](https://uosa.org/Careers) > **Candidate Profile**.

Once logged into your profile, click on Find Jobs in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.