

SILICON VALLEY CLEAN WATER
Job Description
September 2026

JOB TITLE: Materials Specialist

FLSA: Non-Exempt

CLASSIFICATION: General Represented

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under direct supervision of the Administrative Services Director, the Materials Specialist is responsible for supporting daily warehouse operations by receiving, storing, tracking, and distributing inventory and materials. Requires a good understanding of warehouse operations and inventory control practices. This position requires initiative, independent judgment, discretion, and strong communication skills with internal staff.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

Inventory Management

- Receive, inspect, and verify incoming shipments against purchase orders and packing slips.
- Record inventory transactions accurately within the company's inventory management system.
- Monitor stock levels and report shortages, overages, or discrepancies.
- Perform cycle counts and periodic physical inventory audits.
- Organize and maintain inventory locations for efficient storage and retrieval.

Shipping and Receiving

- Prepare outgoing shipments, including packaging, labeling, and documentation.
- Coordinate with carriers and delivery services for incoming and outgoing freight.
- Verify shipping documents and maintain shipment records.
- Process returns and damaged goods according to procedures.

Warehouse Operations

- Pick, pack, and stage orders for internal and external customers.
- Load and unload materials using warehouse equipment when certified and authorized.
- Maintain clean, organized, and safe warehouse facilities.
- Ensure products are properly stored and protected from damage.

Administrative Duties

- Enter data into inventory, purchasing, and shipping systems.
- File and maintain warehouse records and documentation.
- Generate reports related to inventory, shipments, and warehouse activities.
- Communicate with purchasing, accounting, operations, and maintenance teams regarding inventory availability and shipment status.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Industrial machinery and related materials.
- Warehousing and inventory methods and procedures.
- Operation of warehousing and stockroom equipment.
- Operation of software associated with purchasing and inventory control.
- Safety hazards, basic hazardous materials handling procedures and appropriate precautions applicable to work assignments.
- Microsoft Office Suite, including Word, Excel, and Outlook.

Ability to:

- Move about SVCW's inventory storage facilities to find and gather requested stock items on a regular basis.
- Work well in a paperless environment.
- Communicate with on-site Contractors about deliveries to SVCW warehouse.
- Work with SVCW Purchasing & Accounting staff to reconcile discrepancies and to verify invoiced items are received.
- Organize and maintain high volumes of records.
- Perform arithmetic calculations.
- Obtain Safe Forklift Operations Certification.
- Perform manual work in lifting and moving stock.
- Build and maintain positive relationships with employee customers and delivery personnel using high levels of interpersonal skills.
- Learn and observe all appropriate safety precautions as required by SVCW including, but not limited to, Cal/OSHA General Industry Safety Orders.
- Use of basic hand and power tools utilizing safe working practices.
- Read, write and communicate in the English language; understand and follow oral and written instructions; communicate clearly both orally and in writing.

Interpersonal Effectiveness

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Equivalent to the twelfth (12th) grade completion, supplemented by training or college-level courses and/or certificates of completion in inventory management, materials handling, and business administration or a closely related field are desirable.

Minimum five (5) years' experience in: maintaining stock levels and inventory records; serving as an information resource regarding basic materials and mechanical parts stocked and issued; maintaining inventory records; receiving, storing, and issuing material, supplies, parts or

equipment; loading and unloading delivery trucks; operating a variety of material handling equipment.

Knowledge/use of materials management software.

CERTIFICATION and LICENSES

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

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.

Must be able to: see to drive vehicles, read fine print and video display terminals of various sizes; hear well enough to converse on the telephone, radio, videoconference calls, and in person over the noise of machinery; speak the English language well enough to converse on the telephone, radio, videoconference calls, and in person over the noise of machinery; smell odors; move fingers and hands dexterously; climb stairs and ladders; sit, bend, stoop, kneel, stretch, reach, climb and stand for long periods of time; use computer keyboard, computer mouse and calculator; lift and/or move objects that weigh up to 60 lbs.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to chemicals, fumes and odors, and works around and with machinery with moving parts. The employee is occasionally exposed to outside weather conditions and uses a vehicle and may occasionally work in evenings or on weekends. The employee is occasionally exposed to elements associated with the treatment of domestic, industrial and commercial wastewater. The noise level in the work environment is typically minimal to moderate.

Disclaimer – Job classification descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, nor are they intended to include, every possible activity and task performed by every specific employee.