

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Surplus Property Officer**

**Class Code: 11861**

**Pay Grade: GF**

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### **A. Purpose:**

Acquires, reconditions, and sells federal surplus property to ensure the agency operates at a profit while eligible recipients receive optimum savings.

### **B. Distinguishing Feature:**

The Surplus Property Officer performs sale and warehouse duties and travels to sources of surplus property nationwide to screen, select, transport, transfer, or deliver federal surplus property.

The Surplus Property Supervisor is responsible for operational management of a surplus property distribution center and supervision of Surplus Property Officers.

The Surplus Property Director performs administrative duties such as budget preparation, eligibility determinations, and program policy development.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Travels to federal fleet vehicle storage locations to inspect and select fixed price sale vehicles and equipment for purchase and resale to eligible customers.
2. Acquires surplus property and prepares it for sale.
  - a. Evaluates surplus property and determines financial feasibility of acquiring the property.
  - b. Establishes selling prices for surplus property by assigning appropriate service and handling charges.
  - c. Ensures only eligible customers obtain items for legitimate uses.
  - d. Sells surplus property to eligible agencies in person or by telephone.
  - e. Provides service to customers in the warehouse by answering questions, pointing out desirable items, and completing customer distribution documents according to prescribed procedures.
  - f. Estimates shipping requirements and requests shipment of acquired surplus property.
3. Performs warehouse duties to ensure adequate storage and efficient display of surplus property.
  - a. Loads and unloads trucks by hand or by forklift.
  - b. Arranges and displays property in the warehouse to enhance marketability and maintain an orderly appearance.
  - c. Restocks shelves and ensures items are properly marked to ensure the accuracy of the inventory.
  - d. Maintains want lists of requested items and hold lists of items awaiting customer inspection.
  - e. Receipts for incoming surplus property and verifies quantity and condition.
    - i. Determines need for repairs or refurbishment.
    - ii. Notes any discrepancies between what was ordered and what was received.
  - f. Recommends for public sale items stored in the warehouse for a lengthy period.

4. Repairs and reconditions surplus items including vehicles, a variety of equipment, furniture, and mechanized items.
5. Operates trucks and semi-trailers to transport surplus property.
6. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Surplus Property Supervisor who manages the operations of a surplus property distribution center. Does not supervise.

**E. Challenges:**

Effectively screen and select property that is needed, marketable, and cost effective to acquire. Prices, in the form of service and handling charges, must be assigned appropriately to ensure the agency's operations are financially self-supporting.

Typical problems include explaining the shipping and handling charges to persons who complain that the surplus property is a donation and should be available without charge; ensuring items are obtained only by eligible customers for legitimate program use, and convincing customers that surplus items may be successfully utilized for purposes other than what was originally intended.

**F. Decision-making Authority:**

Decisions include determining which items to acquire through the screening process, if it is cost effective to ship the item to the distribution center, appropriate service and handling charges, method of repairs and reconditioning, and warehouse display techniques to maximize marketability of the items.

Decisions referred to a supervisor include specific locations and schedules for screening, approval for adjustments on service and handling charges, unusually expensive repair or reconditioning charges, and emergency storage and special transportation needs.

**G. Contact with Others:**

Daily contact with representatives of eligible agencies such as hospitals, nursing homes, schools; and state, county, and municipal governments to provide information on available property and assist them in the warehouse and storage yard. Weekly contact is made with federal agencies to inspect available items and arrange for economical shipment, and with repair shop personnel to arrange for property repair or reconditioning.

**H. Working Conditions:**

Works in a variety of environments such as a typical office, unheated, non-air conditioned warehouse, or in all weather conditions. Heavy lifting and the operation of medium-sized equipment such as forklifts and heavy equipment such as semi-trailers and payloader without assistance is common.

## **I. Knowledge, Skills and Abilities:**

Knowledge of:

- commonly accepted receiving practices,
- basic physical inventory procedures,
- customer service techniques,
- common safety practices.

Ability to:

- communicate information clearly and concisely;
- compare information and recognize discrepancies;
- perform heavy lifting;
- operate large trucks, semi-trailers, payloaders, forklifts and construction equipment;
- understand and implement federal and state laws and regulations, interstate transportation laws and regulations, and property evaluation procedures.

Licenses:

Must possess or be able to obtain a Commercial Driver's License (CDL).