

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Surplus Property Supervisor

Class Code: 11862

Pay Grade: GH

A. Purpose:

Manages the operations of a surplus property distribution center by directing the screening, purchasing, collecting, storing, repair and/or reconditioning, pricing, displaying and selling of the property to eligible recipients to promote the optimum use of surplus federal property and to ensure the agency operates profitably.

B. Distinguishing Feature:

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

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

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. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Participates in staff interviews.
 - b. Organizes, plans, schedules, and provides daily work direction.
 - c. Trains staff in policies, procedures, and equipment and vehicle repair and refurbishing practices.
 - d. Approves leave.
 - e. Addresses employee problems and recommends disciplinary actions.
 - f. Prepares performance documents and participates in performance reviews.
2. Oversees the acquisition of and acquires fixed price sale vehicles for resale to eligible customers.
 - a. Screens Federal Internet sites and bulletins to identify fixed price sale vehicles for purchase.
 - b. Prepares a list of vehicles to acquire.
 - c. Contacts federal property disposal officers to determine condition of the vehicles selected for purchase and revises list.
 - d. Determines Blue Book prices to access commercial pricing.
 - e. Determines transportation costs and known repair costs and adds service and handling charges to the cost of the vehicle to determine initial sales price.
 - f. Adjusts list dropping vehicles that will cost more than they can be sold for to customers.
 - g. Coordinates with Surplus Property Director a ceiling dollar amount for vehicle purchases at the sale.
 - h. Inspects vehicles determining additional cost for repairs that will have to be made.

- i. Adjusts list of vehicles to purchase to those that are cost effective to purchase and makes the purchase.
 - j. Signs transfer documents.
 - k. Contracts with carrier to pick up and transport the vehicles to the Huron or Box Elder Distribution Centers.
 - l. Coordinates the vehicle pick up with the Federal Property Disposal Officer at the sale site and signs the release documents.
3. Oversees the acquisition of and acquires surplus Federal property and ensures its preparation for sale.
 - a. Evaluates surplus property and determines financial feasibility of acquiring the property.
 - b. Estimates shipping requirements and requests shipment of acquired surplus property.
 - c. Establishes selling prices for surplus property by assigning appropriate service and handling charges.
 - d. Ensures only eligible customers obtain items for legitimate uses.
 4. Manages warehouse operations to ensure adequate storage and efficient display of surplus property.
 - a. Oversees loading and unloading of trucks by hand or by forklift.
 - b. Oversees the receipt and inventory of received surplus property and fixed price sales vehicles.
 - i. Notes any discrepancies between what was ordered and what was received.
 - ii. Determines the need for repairs or refurbishment.
 - iii. Oversees adding and deleting inventory to/from the computerized inventory.
 - c. Directs the repair, servicing, painting, and cleaning of acquired surplus property and fixed price sales vehicles.
 - d. Arranges and displays property in the warehouse to enhance marketability and maintain an orderly appearance.
 - e. Restocks shelves and ensures items are properly marked to ensure the accuracy of the inventory.
 - f. Maintains want lists of requested items and hold lists of items awaiting customer inspection.
 - g. Prepares or oversees preparation of print copy and online Surplus Property Bulletin.
 - h. Sells surplus property to eligible customers in person or by telephone.
 - i. Provides service to customers in the warehouse by answering questions, pointing out desirable items, explaining rules for use and retention of property and completing customer distribution documents according to prescribed procedures.
 - j. Recommends items for public sale that have been in the warehouse for a lengthy period.
 5. Makes compliance visits to customers to verify presence of and proper use of surplus equipment and writes compliance reports.
 6. Operates small cranes, forklifts, trucks and semi-trailers to lift, carry and transport surplus property.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Surplus Property Manager and supervises Surplus Property Officers.

E. Challenges:

Ensuring the effective screening and selection of property that is needed, marketable, and cost effective to acquire. Prices, in the form of acquisition, transportation, and repair or refurbishing costs and 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 approving employee work and leave schedules, the content of overtime justifications, and the content of Surplus Property Bulletins; determining specific locations and schedules for surplus equipment screening, 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, item pricing, and warehouse display techniques to maximize marketability of the items; approval for adjustments on service and handling charges and minor repair and reconditioning charges; issuing warranties on equipment; emergency storage and special transportation needs; whom on the "want" list gets a high demand hard to acquire item; content of information presented to the public; and location of compliance visits and content of compliance reports.

Decisions referred to a supervisor include budget planning, facilities acquisition and improvements, eligibility determinations, unusually expensive repair or reconditioning charges and development of policy.

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; with federal agencies to determine property availability, resolve problems relating to missing property or incorrect quantities, schedule timely loading and removal, and authorize release to transportation company; with transportation companies to negotiate desirable rates, authorize truckload shipments, and schedule shipments to ensure full loads; with GSA regional office representatives to obtain assistance in resolving problems at Department of Defense installations, and accept or reject special offerings of property; and with repair shop personnel to authorize repair or reconditioning of property at a reasonable cost.

H. Working Conditions:

Works in a variety of environments such as a typical office, and unheated, non-air conditioned warehouse, or in all weather conditions. Heavy lifting and the operation of medium-sized equipment such as small cranes and forklifts and heavy equipment such as semi-trailers and payloaders are common.

I. Knowledge, Skills and Abilities:

Knowledge of:

- federal and state surplus property laws and regulations,
- interstate transportation laws and regulations,
- property evaluation procedures,
- customer service techniques,
- effective methods of supervision,
- physical inventory techniques and records management requirements.

Ability to:

- communicate information clearly and concisely;
- understand, follow and use prescribed storekeeping and cataloging systems and procedures;
- organize, plan, schedule and direct the work of others;
- effectively analyze situations and exercise judgements and discretion in establishing, applying, and interpreting department policies;
- develop, instill, and/or recommend changes to procedures, policies, and operations and evaluate their efficiency and effectiveness;
- operate and train others to operate large trucks, semi-trailers, payloaders, forklifts and construction equipment.

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