

CPCCo Proposal #2 06/20/2023

TA

Local 12-369/HAMTC: _____
William Collins, AS

 6-22-23

CPCCo: _____

DATE: _____

MATERIAL COORDINATORS, SENIORITY GROUP 056, LOCAL 12-369

JOB DEFINITION

MATERIAL COORDINATOR

As directed by management and using engineered specifications develop descriptions for procurement action of materials, parts and minor equipment as required by the maintenance function. The following tasks are to be performed in support of the maintenance function and it is recognized that similar tasks are performed by non-bargaining personnel for non-maintenance functions.

Such work may include the preparation of requisitions, store orders, maintenance of files on requisitions, material requests, P-card orders, preparing parts and tools returns for shipment offsite, purchase orders, receiving reports, and associated information. ~~Perform material take-off from blueprints, drawings, sketches or engineered specifications.~~ Follow-up on procurement; locating materials; arranging for shipments; expediting shipments; delivery and check off on receipt; maintains control of locked storage yards, and storage (bins/racks); coordinate project need dates with material delivery dates; provide material status reports; maintain files on drawings, catalogues, requisitions, and order backup documentation. Perform material cost estimates and other related work. May perform on-the-job training to less experienced Material Coordinator personnel. Make direct purchases with the P-card. Assist in the control of inventory of certified materials, excessing tools and materials, and perform other work related to material control and procurement such as preparation of Spares Storage Request (SSRs), Warehouse Storage Request (WSRs) and Spares Adjustment Request (SARs).

It is agreed that all jurisdictions covered by the former Shop Material Take-off Coordinator (SMT0) and SMT0 Sr. are in full effect in the above classification.

Understandings

1. The Supervisory Work Group (SWG) for Seniority Group 056 will be company-wide with the understanding that management may modify as business needs dictate.

2. Overtime will be assigned to the individual for whom it is their primary job function and project; then offered/assigned to the remainder of the Supervisory Work Group.
3. ~~Grievance 01-175 is included as part of this Appendix "A".~~
4. All Material Coordinators will be required to sign the ~~CHPRC~~ **CPCCo** Conflict of Interest form upon entering into employment with the Company and annually thereafter or as circumstances change.
5. An individual may be hired as a Material Coordinator at any step in the rate progression table in accordance with his/her relative previous experience and/or training and education as determined by management.