

TA: Mary Murphy, HMIS
April 4, 2023

Mr. Jeffrey McDaniel, President
March 22, 2023
Page 18 of 18

TA [Signature] for Bill Collins
4/4/23

APPENDIX "A" AGREEMENT(S) – MATERIAL COORDINATOR, SENIORITY GROUP 056, UNITED STEELWORKERS LOCAL 12-369

Hanford Mission Integration Solutions, LLC (HMIS) and Hanford Atomic Metal Trades Council (HAMTC) agree to the terms and conditions of these documents, which will remain in full force and effect during the term of this agreement.

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 includes the preparation of requisitions, store orders, maintenance of files on requisitions, material requests, p-card orders, preparing parts and tools returns for shipments 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 weekly material status reports; maintain files on drawings, catalogues, requisitions, orders, and order backup documentation. Perform material cost estimates and other related work. May provide on-the-job training to less experienced personnel as directed by management. Make direct purchases with the P-Card as directed by management. 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's, Warehouse Storage Request's and Spares Adjustment Request's.

The Supervisory Work Group (SWG) for Seniority Group 056 is: HMIS

The Overtime Group for Seniority Group 056 is: HMIS

Overtime will be offered to the project for which the overtime is requested and then offered to the remainder of the SWG.

~~Settlement of Grievance No. 96-080K is incorporated as part of this Agreement.~~

~~Settlement of Grievance No. 01-175 is also included as part of this Appendix "A".~~