

HLMI (Navarro & ATL) Proposal 2

DATE: 6/22/2023

HLMI: [Signature]

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William Collins: 1:14 PM

**APPENDIX "A" AGREEMENT(S) - MATERIAL COORDINATORS, SENIORITY
GROUP 056, LOCAL 12-369**

Job Description

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. Such work may include the preparation of requisitions, material requests, store orders, P-card orders, maintenance of files on requisitions, prepare 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, orders backup documentation, etc. such as packing slips or any other paperwork on material for validation of product. May perform material cost estimates and other related work. May provide on-the-job training to less experienced Material Coordinator personnel. May also 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).

UNDERSTANDINGS:

1. 4 There will be one overtime group and one supervisory work group for Material Coordinators within HLMI.
2. The employer shall have the discretion to start new hires at a higher step if they have prior relevant experience.