



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 8405

SURPLUS PROPERTY SPECIALIST
GRADE H

SCOPE OF WORK:

Performs duties involving the identification, inspection, assessment, repair, warehousing, and distribution of State and Federal surplus property eligible for disposal in accordance with NDCC 54-44-04.5 and 54-44-04.6 and the Federal Property and Administrative Services Act of 1949, as amended.

DUTIES PERFORMED:

- Conduct on-site and /or on-line screening of surplus items to determine the feasibility of accepting items for distribution.
- Coordinate record keeping with General Services Administration, Department of Defense, and other federal agencies to gain approval to obtain federal property.
- Obtain, verify, and record all information relating to size, type, condition, and usability of surplus items.
- Troubleshoot and repair or obtain bids for parts and contract out repair of mechanical problems in vehicles and heavy equipment; maintain all records.
- Maintain and operate agency equipment such as forklifts and pallet hand jacks; assist with loading and unloading property coming in and or leaving the facility.
- Organize, operate, and maintain surplus property to facilitate receipt and distribution of state and federal property for easy customer access; arrange for stocking and cleaning.
- Assist entities in the completion of documents necessary to effect the transfer of property.
- Communicate with federal and state representatives to compile and maintain a listing of surplus property available and surplus property needed or desired by eligible entities.
- Coordinate individual requirements of the Federal Property Donation Program and the State Surplus Property Program to ensure full compliance with the regulations of the respective programs.
- Perform tasks within the warehouse such as displaying items, maintaining inventories, assisting customers in person or on the phone with purchase decisions, and the completion of sales or transfer actions.
- Determine amount of service and handling charges assessed on the property; complete all related administrative reports or communications.
- Participate in auctions and special sales; recommend items eligible for public sale; identify items for re-distribution or disposal; assist in the pick-up or delivery of property items.
- Provide lead worker guidance to Missouri River Correctional Center inmates.
- Assist Eligibility and Compliance Officer by making on-site visits as needed.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of full time work experience in auto mechanics and/or heavy equipment repair, merchandise retailing, marketing, or warehousing. Certifications and experience required would be specified at time of position opening. Work experience is considered related if it is substantially similar to the duties assigned and provides a fully qualified working level of knowledge, skills and abilities to do the work assigned to that position.

Eff. Date: 02/94

Rev: 06/00 – Update minimum qualifications and duties.

Rev: 07/12 – Conversion to Hay System