



PURCHASING AND WAREHOUSE SPECIALIST

DEFINITION

Under general supervision, performs a variety of warehouse tasks including procurement, stocking, and issuing of supplies and materials; maintains inventory in warehouse; assists with obtaining competitive quotes; loads and delivers materials and supplies; oversees District's warehouse and inventories; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of the District's warehouse and procurement functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Receives materials and supplies at a central warehouse; inspects shipments for damage and conformance to invoice, purchase order and packing list; offloads and stores materials received using forklift or other equipment; returns defective materials; notifies appropriate persons when shipment is received.
- Issues materials to various persons including District water and sewer maintenance crews, contractors, and other District staff upon receipt of properly approved requests; maintains inventory records of all materials issued and monitors items running low in stock; prepares requisitions to replenish warehouse stock and maintains inventory.
- Maintains shipping/receiving and other records of materials in warehouse; matches invoices to packing slips; records amounts of materials/supplies issued for specific projects.
- Assists in purchasing a variety of routine and non-routine used items; contacts vendors concerning price and availability of materials, parts, and equipment; solicits informal bids and quotes and selects or recommends vendor selection; places approved orders with vendors.
- Processes purchase orders, invoices, and work orders; codes documents appropriately for accounting and inventory control purposes; forwards relevant paperwork to accounts payable staff to arrange issuance of payment; prepares new purchase orders for approval.
- Works with District staff to research and resolve day to day purchasing, inventory control, or warehousing issues; acts as liaison between vendors and District staff regarding routine shipping or receiving issues.
- Participates in annual or other periodic inventories or audits of materials on hand; reconciles physical counts with official records.

- Operates a District vehicle to pick up and deliver supplies as needed; maintains warehouse in a neat and orderly condition.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Materials, supplies, equipment, and tools used in the construction, maintenance, and repair of water works systems and facilities.
- Stock and inventory control, including requisitioning, receiving, storing, and issuing materials and equipment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to District purchasing operations.
- Operation of standard warehouse and storeroom equipment including calculators and inventory management systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive, process, stock, and/or distribute a wide range of materials, goods, and equipment.
- Understand and follow inventory control procedures and perform inventory control duties.
- Prepare and maintain a variety of reports and records.
- Safely and properly operate standard warehouse equipment and vehicles, such as trucks, forklifts, pallet jacks, and hand trucks.
- Maintain work areas in a neat and tidy manner.
- Generate system reports in assigned areas of responsibility.
- Research and utilize data and information to achieve cost effective results.
- Advise and explain purchasing policies, procedures, and standards.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Review and verify accuracy of data.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Two (2) years of increasingly responsible experience in performing inventory control and purchasing functions, including purchasing specifications, obtaining quotes, and proposal requests.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within 60 days of employment, a valid Forklift Operator certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory, to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds on average and heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.