



CLASSIFICATION SPECIFICATION

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; performs miscellaneous errands related to the warehouse and District needs; oversees the District's corporate yard facility; and performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Superintendent of Field Operations.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- 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 that 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 maintain 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 a warehouse in neat and orderly condition.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- May be subject to emergency after-hours call out or special assignments during non-business hours.
- Works overtime, weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker; may serve "on-call" or "stand-by" on an "as needed" basis.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in a warehouse and office environment with some exposure to dust, dirt, variable temperatures, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to moderate amounts of weight; able to bend, stoop, kneel, and crawl; climb stairs and ladders occasionally; hearing and vision within normal ranges; frequently lift and/or move up to 50 pounds.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; use math/mathematical reasoning; perform detailed work under changing deadlines and multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of a computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods;
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and two (2) years of increasingly responsible experience in performing inventory control and purchasing functions, including purchasing specifications, obtaining quotes, and proposal requests. Experience in the water utility field is highly desirable.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of, or ability to obtain within one (1) year of appointment, a valid Water D1 Distribution System Operator Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain within sixty (60) days of appointment, a valid Forklift Operator's License.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Water and sewer system materials and supplies and their common usage.
- Methods used in shipping/receiving, storekeeping and inventory control.
- Market conditions, current pricing, and product availability.
- Bar code systems and procedures, data entry and use of computers and related software including spreadsheets, word processing, and electronic inventory systems.
- Recordkeeping and computerized inventory control techniques.
- Standard purchasing documents and how to complete or process them.
- Sources of commonly used parts and equipment and how to obtain them.
- Basic mathematics.
- Safe work methods and safety regulations.

Ability to:

- Perform the full range of purchasing functions for the District.
- Use a forklift safely and efficiently.
- Operate a variety of general office equipment.
- Make arithmetical calculations quickly and accurately.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with vendors, suppliers, internal departments, and those contacted in the course of work.
- Operate a computer and related software for the recording of work records and data.

STATUS: Non-Exempt

Revised: February 18, 2016