VALLECITOS WATER DISTRICT

PURCHASING/WAREHOUSE ASSISTANT

DEFINITION

Under general supervision, performs a variety of routine purchasing and warehouse duties, including entering and tracking purchase orders, communicating with vendors, scheduling facility maintenance contractors; and monitoring inventory; performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single incumbent journey level class that performs purchasing, warehouse, and inventory duties, with primary responsibility for vendor and contractor scheduling; coordinates facility maintenance with departments and contractors; and, in the absence of the supervisor, may perform advanced purchasing duties. It is distinguished from the Purchasing/Warehouse Supervisor, which oversees the department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Prepares purchase requisitions or material requests; assists with research on vendors and cost, product availability, and delivery of needed inventory; converts Purchase Requisitions to Purchase Orders per the purchasing policy and District/State Regulations;
- Monitors status of purchase orders, pick lists, and work orders using computerized maintenance management system (CMMS); trains employees on using CMMS for purchasing; tracks and monitors warranty items on computer;
- Requests service quotes from contracted vendors; schedules and coordinates with vendors and District staff for needed repairs and maintenance; files claims with appropriate agencies as necessary;
- Performs light facility maintenance tasks, such as furniture moving, lightbulb replacement, and minor painting; responds to employee requests for maintenance or repairs; Uses computerized reports to research missing inventory items; matches missing inventory items to jobs and projects; monitors material and supply inventory for availability and discrepancies;
- Orders, receives, and stores equipment, parts, materials, and supplies; issues necessary materials, including after-hours emergency parts, as requested; maintains appropriate records;
- Maintains the warehouse and yard to include general clean-up, organization, prevention of safety hazards, and security; properly stores and disposes of hazardous materials; may occasionally clean hazardous spills;
- Prepares, coordinates, and conducts quarterly and year-end physical inventory;
- Schedules and performs daily, weekly, and annual required inspections and maintenance for fuel tanks in District yard; submits reports to State and County organizations; trains employees on fueling vehicles;
- Operates a forklift and automotive vehicles for the pickup, delivery, and unloading of supplies and materials;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Warehousing, inventory, and purchasing principles and practices;
- Local, state, and federal regulations pertaining to government purchasing, including California law related to prevailing wage requirements;
- Parts books, catalogues, and related materials for ordering special items;
- Basic math; common units of weights and measures;
- Tools, parts, and supplies commonly used by a water/wastewater utility;
- Methods and practices used in ordering, receiving, storing, and issuing materials, supplies, and equipment;
- Use of common hand and power tools and material handling methods;
- Computer processing applications related to maintenance schedules, inventory control, and record keeping.

Ability to:
- Understand, explain, and apply purchasing policies and procedures;
- Operate a variety of warehouse related equipment, including forklift;
- Evaluate the quality and price of available parts, supplies, and service quotes;
- Understand and apply rules and regulations related to the disposal of hazardous materials;
- Understand and follow written and oral instructions; communicate clearly and concisely, both orally and in writing;
- Prioritize assignments and schedule accordingly; complete assignments independently without immediate supervision, and work with frequent interruptions;
- Safely operate a variety of hand and power tools;
- Establish and maintain cooperative working relationships.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and three years’ experience in warehouse and purchasing operations, including researching and communicating with vendors or contractors. Experience with water or wastewater industry parts/supplies desirable.

Licenses, Certificates, and Special Requirements

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is regularly required to use hands to finger, grasp, handle, feel, and use repetitive motions to operate objects, tools, equipment, or controls. Employees are frequently required to stand, walk, talk, hear, reach, bend, twist, climb or balance, stoop, kneel, crouch, or crawl. Incumbents are frequently required to exercise full range of motion of the arms, hands, wrists, and fingers. Incumbents are frequently required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds without assistance. Specific vision abilities required by this position include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in warehouse environment; works in areas with major amounts of dust present; exposed to hazardous materials, such as cleaning supplies and fuel. The employee occasionally: works outdoors, exposed to sun and weather conditions; works in confined or cramped positions; exposed to unusually loud sounds; works on slippery surfaces; works with equipment causing minor strain or vibration. Some work done on ladders or surfaces 4 – 12 feet above ground. Infrequent exposure to common allergy-causing agents.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                    Date

______________________________________________________________________
Supervisor Signature                                  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.