

PURCHASING/WAREHOUSE SUPERVISOR

JOB SUMMARY

Under general direction, plans, develops and supervises the District's centralized purchasing, warehousing and shop functions. Performs professional purchasing work including: specification development, procurement, inventory control and warehousing; supervises equipment maintenance staff and shop; performs a leadership role in coaching and counseling staff within the division, and performs related work as required.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Purchases all supplies, equipment and services required by all departments.
- Implements District procedures for the requisition, acquisition, warehousing, and distribution of supplies and equipment.
- Plans, prioritizes, assigns, schedules and reviews the work of technical maintenance personnel.
- Interprets, enforces and applies policies and regulatory requirements controlling the work of the vehicle and equipment maintenance work unit.
- Develops and implements programs for preventative maintenance.
- Implements safety training programs, assures that assigned staff is safety educated/conscious and enforces safe work practices, reporting serious infractions to the manager.
- Adopts specification standards relating to the quality and quantity of supplies, equipment, or services consistent with the operation of the District, and revises or rescinds such specifications as necessary.
- Prepares specifications for formal bids; conducts formal advertised bids and prepares award recommendations; maintains responsible bidders' lists for products and services.
- Contacts vendors and suppliers regarding prices, discounts, product availability, deliveries, and product problems; obtains verbal and written price quotations; expedites delivery of goods and services to ensure performance by vendors.
- Initiates all rental, lease, lease-purchase and service contracts for supplies, equipment and services.
- Establishes and maintains an inventory control system for materials, supplies, and parts required for the efficient operation of the District; maintains proper inventory levels through the use of a computerized inventory system.
- Receives, inspects, verifies, and warehouses items shipped to the warehouse; maintains log of incoming and outgoing freight at the warehouse.
- Observes and documents performance and prepares periodic and special evaluations of performance; prepares supporting documentation and recommends employee recognition and discipline; counsels employees on matters related to performance and employment status and supervises, trains and conducts the evaluation of subordinate personnel.

- Issues and delivers materials, equipment and supplies.
- Inspects and tests equipment, determines requirements for and maintains computerized inventory of spare parts, critical supplies and materials; responsible for taking an annual stock inventory.
- Assists in the preparation of the annual line item expenditure budget for shop, purchasing, and technical maintenance divisions.
- Verifies items for correct count, good condition and general conformance to invoices.
- Loads, unloads, assembles and delivers requested materials from warehouse to offices and job sites.
- Issues and approves purchase orders.
- Monitors the storage and disposal of hazardous materials; maintains Material Safety Data Sheets (MSDS) records and related reports; ensures updated MSDS are received and distributed or posted.
- Enters and updates material cost data and inventory levels into computer.
- Cleans the shop and warehouse facilities, keeping them clean, neat and in orderly condition.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- General principles of supervision and training.
- Principles, procedures and practices related to the purchasing, shipping, receiving and warehousing of materials and equipment for a public agency.
- Basic mechanical maintenance and repair.
- Sources and availability of parts.
- Parts and supplies required to operate a water distribution system, treatment plant, collection system and equipment shop.
- Computer systems and software related to shipping, receiving, warehouse and inventory systems and operations.
- Basic math and English
- Market conditions, current prices, product availability and other critical elements of the purchasing process.
- Automated and manual methods of inventory control.
- Laws and regulations applicable to bidding procedures and purchasing functions.
- Proper methods for the development of specifications, preparation of bid packages and securing proposals.
- Occupational hazards and safety precautions necessary in the work assigned.

Ability to:

- Evaluate work methods and operations to institute changes to increase efficiency and effectiveness of District operations and systems.
- Plan, organize, coordinate and administer the District's purchasing, shop, warehousing and inventory control functions.
- Prepare purchasing specifications, bid packages and proposal requests.
- Negotiate prices, specifications and conditions of delivery.
- Operate a computer keyboard with accuracy.

- Develop, implement and maintain receiving, storage, inventory and distribution systems.
- Conduct physical inventories.
- Operate at a supervisory level, and train the supervised employees in the course of their duties in the shop, warehouse and in inventory control.
- Make mathematical computations with accuracy of receipt and issuance of warehouse stock
- Operate a vehicle observing legal and defensive driving practices.
- Operate a forklift.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in performing purchasing, warehousing and inventory control work, preferably in a municipal or government agency; mechanical maintenance experience is desirable. Supervisory experience or training is highly desirable.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance; supplemental training or coursework in the principles of public agency purchasing methods or a closely related field is highly desirable. Supplemental training or coursework in the principles of supervision is desirable, or must be obtained within six (6) months of employment.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands

Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing over 50 pounds and frequently over 100 pounds, with assistance; frequently required to stand, talk or hear, walk, sit, climb or balance, stoop, kneel, crouch or crawl; vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus; ascends and descends ladders to heights of 25 feet; works in conditions with constant or intermittent noise; works in office and open warehouse and shop with wide variations of temperature; frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals; transports objects by holding them in hands or arms; use hands and fingers to manipulate small objects and print or write legibly.

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