

## PURCHASING/WAREHOUSE ASSISTANT I/II

### JOB SUMMARY

Under general direction, performs a full range of specialized duties in support of the District's purchasing function, exercising judgment and initiative, inputting and tracking purchase orders, organizing and maintaining data and documents, preparing bid packages, coordinating with vendor representatives, and assisting with warehouse/inventory control activities; and performs related work as required.

As the Purchasing/Warehouse Assistant I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Purchasing/Warehouse Assistant II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

### EXAMPLES OF DUTIES

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

- Assists with the day-to-day operations of the District's purchasing and inventory system; tracks progression of documentation through appropriate authorized channels.
- Maintains a comprehensive computer-based inventory system; performs inventory control duties.
- Issues purchase orders to staff; places orders as directed and coordinates with vendors as necessary; and inputs information into computer.
- Maintains inventory records, records receipt and issuance of stock to jobs and maintains records via computer input.
- Assists with contacting vendors and suppliers regarding prices, discounts, product availability, deliveries, and product problems; obtains verbal and written price quotations; and expedites delivery of goods and services to ensure performance by vendors.
- Operates forklifts, pallet jacks, hand trucks, delivery trucks, and other light equipment in the storage and delivery of material, supplies and parts.
- Assists in organizing and maintaining an inventory control system for materials, supplies, and parts required for the efficient operation of the District; assists in ensuring proper inventory levels through the use of a computerized inventory system.
- Verifies and checks items received against approved materials list, parts catalogs and manufacturer's identification number; verifies correct count, good condition and general conformance to invoice; updates status of outstanding orders on computer and completes packing invoice cover sheet for accounting department.
- Performs records management for the division's records, including setting up and maintaining automated and paper files.
- Assists in issuing and delivering materials, equipment and supplies; loads, unloads, assembles and delivers requested materials from warehouse to offices and job sites.

- Inputs Material Safety Data Sheets (MSDS) into the computer; ensures updated MSDS are received and posted to the online program.
- Provides customer service to District staff utilizing warehoused materials.
- 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.
- Participates as needed to assist in the work of technical/equipment maintenance crews.
- Ensures that safety equipment is in working order and that safety procedures are followed in the performance of duties.
- Serves as back up to purchasing and warehouse functions in the absence of the Purchasing Officer.
- Sets up meeting room and equipment for the District's Board of Directors meetings.
- Maintains records and logs.
- Picks up parts and supplies from vendors; runs a variety of errands.
- Assists and participates in warehouse security and maintenance procedures and practices.
- Participates and assists in overseeing other staff to accomplish fiscal year-end physical inventory.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Basic purchasing and warehousing or storekeeping practices and procedures.
- Stock and inventory control, including requisitioning, receiving, storing and issuing merchandise.
- Modern office procedures, methods, and equipment including computers.
- Records management, recordkeeping, and filing practices and procedures.
- Proper use of warehouse tools, hand and power tools, and equipment.
- Appropriate safety precautions and procedures.
- Customer service techniques, practices and principles.
- Computer applications such as word processing, spreadsheets, and specialized software designed to facilitate the tracking of purchase orders and inventory.

### Ability to:

- Plan and organize work to meet changing priorities and deadlines.
- Effectively perform multiple, concurrent tasks with constant interruptions.
- Read, write and perform mathematical calculations at the level required for successful job performance.
- Type and enter data at a speed necessary for successful job performance.
- Operate a computer terminal proficiently and maintain computerized records.
- Communicate clearly and concisely, both orally and in writing.
- Understand pertinent procedures and functions quickly and apply them without immediate supervision.
- Operate a forklift and other pertinent warehouse equipment.

- Operate a vehicle observing legal and defensive driving practices.
- Work independently in the absence of supervision.
- 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: One to two years of experience in purchasing, warehousing, storekeeping, inventory control or a closely related field. Proficiency in the use of personal computers and software applications is required.

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. Specialized training in storekeeping or warehousing is highly desirable.

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 frequently, and over 100 pounds occasionally 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 up to 10 feet; works in conditions with constant or intermittent noise; works in office, open warehouse and shop with wide variations in 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; uses hands and fingers to manipulate small objects and print or write legibly. Wear protective apparel including, but not limited to, goggles, face protectors, aprons, shoes and a respirator, as required by OSHA standards.

**OTHER REQUIREMENTS**

May be required to work evenings, weekends and holidays.

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