

PURCHASING/WAREHOUSE SUPERVISOR

JOB SUMMARY

Under general direction, plans, develops and supervises the District's purchasing, warehousing and maintenance shop functions. Performs professional purchasing duties including: developing specifications, procurement, inventory control and warehousing; supervises 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 supplies, equipment and services required by departments.
- Implements District procedures for the requisition, acquisition, warehousing, and distribution of supplies and equipment.
- Plans, prioritizes, assigns, schedules and reviews the work of maintenance personnel.
- Interprets, applies, and enforces policies and regulatory requirements for the vehicle and equipment maintenance work unit.
- Develops and implements programs for preventive maintenance.
- Implements safety training programs, assures that assigned staff is safety conscious, and enforces safe work practices, reporting serious infractions to the manager.
- Prepares specifications for formal bids; conducts formal 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.
- Initiates rental, lease, lease-purchase and service contracts for supplies, equipment and services.
- Establishes and maintains the inventory control system for materials, supplies, and parts required for the efficient operation of the District; maintains proper inventory levels.
- Receives, inspects, and verifies items shipped to the warehouse; maintains records of incoming and outgoing stock 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 inventory of spare parts, critical supplies and materials; responsible for taking an annual stock inventory.

- Assists in preparing the annual budget.
- 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.
- Oversees proper use of purchase orders.
- Monitors the storage and disposal of hazardous materials; maintains Material Safety Data Sheets (MSDS) records and related reports.
- Ensures the shop and warehouse facilities are clean, neat and organized.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures and practices for purchasing, shipping, receiving and warehousing of materials and equipment for a public agency.
- Sources and availability of parts.
- Basic mechanical maintenance and repair.
- General principles of supervision and training.
- 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 elements of the purchasing process.
- Methods of inventory control.
- Laws and regulations applicable to bidding procedures and purchasing functions.
- Proper methods for developing specifications, preparing bid packages, and securing proposals.
- Occupational hazards and safety precautions necessary in the work assigned.

Ability to:

- Evaluate work methods and operations to ensure 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.
- 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 accurate mathematical computations for receipt and issuance of warehouse stock.
- Operate a vehicle observing legal 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 would likely provide the required knowledge

and abilities stated above, and the ability to perform the duties of the position. 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 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 desirable. Supplemental training or coursework in the principles of supervision is desirable, or can 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 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.

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