

VALLECITOS WATER DISTRICT
PURCHASING/WAREHOUSE SUPERVISOR

DEFINITION

Under general supervision, plans, assigns, supervises, and reviews the work of staff performing material receiving, storing, and issuing duties; performs standard purchasing and ordering duties; personally performs the work supervised; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level responsible for the full range of equipment and supply purchasing and storekeeping, including supervising assigned staff. This class is distinguished from the Finance Manager which oversees all functions in the Finance department.

ESSENTIAL FUNCTIONS

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

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Studies and standardizes procedures to improve efficiency; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives;
- Orders materials and supplies according to established limits and orders nonstock items as requested;
- Oversees the preparation of purchase requisitions or materials requests, including stock or part numbers and prices, if applicable; administers receipt of materials, supplies, parts and equipment, and issuance of supplies, tools and materials to operating staff;
- Monitors material and supply inventory for availability and discrepancies; conducts annual inventory audit;
- Participates in the preparation of the budget and monitors expenditures;
- Monitors the storage and disposal of hazardous materials;
- Maintains Safety Data Sheets records and related reports and files;
- Dispatches Warehouse personnel via radio;
- Maintains logs and records; writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports, including fuel pumps and solar panel inspections;
- Inspects projects in progress and upon completion;

- Coordinates work with other agencies, manufacturers, vendors, and District staff;
- Responds to questions and complaints from the public and other agencies;
- Responds to after-hour staff requests for supplies and tools;
- 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:

- Principles and practices of employee supervision;
- Methods and practices used in ordering, receiving, storing, and issuing materials, supplies, and equipment;
- Methods of taking inventories and maintaining inventory records;
- Tools, materials, and equipment used in utility construction and maintenance work;
- Rules and regulations related to the disposal of hazardous materials;
- Common units of weights and measures;
- Use of common hand and power tools and material handling methods;
- Relevant occupational health and safety regulations and guidelines;
- Safe work methods and safety practices relevant to the work;
- Computer processing applications related to maintenance schedules, inventory control, and record keeping.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports on a variety of subjects;
- Plan, direct, and coordinate the work of stocking, ordering, and issuing a variety of materials, supplies, and equipment;
- Select, train, supervise, and evaluate employees;
- Estimate labor, material, and equipment needs;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures;
- Assist in developing comprehensive plans to meet future District needs/services;
- Interpret financial statements and cost accounting reports;
- Operate and maintain a variety of tools and equipment;
- Establish and maintain effective working relationships;
- Operate a forklift for loading/unloading deliveries.

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 required four years of experience in purchasing/warehousing, preferably with a water/wastewater agency, with at least one year in a lead role preferred.

Licenses, Certificates, and Special Requirements

- Possession of a Class C California driver's license prior to employment 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, employees are regularly required to walk; use hands and fingers to grasp and feel; reach with hands and arms; and talk and hear. Employees occasionally are required to climb or balance; stoop, kneel, crouch, or crawl;; and smell. Employees frequently are required to stand and sit. Employees must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in office 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.