

SILICON VALLEY CLEAN WATER
Job Description
July 2017

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Materials Services Supervisor

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all circumstances of such discharge.

SUMMARY

Under general direction, this position plans and supervises the activities of a procurement and warehouse team; reviews and approves purchase orders and contracts; performs complex negotiations and value analysis; is involved with policy recommendations and legal matters; and makes and carries out challenging purchasing decisions. This position is also responsible for reviewing and processing purchase requests from other Divisions within the organization and assisting in the development of purchasing policies and procedures. The position develops and maintains inventory controls, general warehousing practices, and asset management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Plans, assigns, and reviews operational purchasing, contracts administration, and materials management.
- Supervises Materials Services Coordinators in the performance of commodity, receipt, stocking, issuing distribution and record keeping functions for the warehouse facility. Responsible for their training, performance evaluations, and career development.
- Manages and administers contracts; evaluates vendor and product performance; coordinates procurement of new and/or renewed contracts.
- Conducts studies, analyzes data, and implements programs to improve the efficiency and cost effectiveness of procurement, and materials management.
- Consults with SVCW Department Heads regarding their contracting and materials needs and provides advice on procurement and materials management related policies and procedures.
- Directs the administration of SVCW's Corporate Purchase Card program.
- Proficiently uses software tools to manage and deliver effective purchasing practices.

- Coordinates physical inventories, maintains appropriate inventory records through the use of a computerized inventory and asset management system. Develops and maintains economic order quantities and reorder points for inventoried equipment, parts, and supplies to maintain stock minimum and maximum levels.
- Determines material requirements for specific or specialized uses.
- Reviews routine purchase requests to determine proper sources and most efficient methods of acquisition, selects vendors and prepares and issues purchase orders.
- Maintains current vendor list, maintains files, catalogues, and pamphlets of commodities, supplies, equipment, and services.
- Oversees the disposal of surplus equipment, vehicles, and scrap materials; arranges for disposal of waste.
- Develops and maintains effective working relationships.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Warehousing principles, procedures and inventory management techniques.
- Purchasing procedures and competitive bidding in a public agency.
- Best Practices for inventory performance.
- Supervisory methods, principles and practices.
- Purchasing and inventory management software solutions, as well as word processing, spreadsheet and other related software applications.
- Wastewater treatment equipment and processes.
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.

Ability to:

- Learn, understand and follow SVCW policies and procedures.
- Coordinate and schedule work activity for assigned personnel.
- Communicate, in English, effectively verbally and in writing.
- Perform accurate mathematical computations.
- Stay current with related procedures, methods, and legal requirements.
- Prepare reports and correspondence.
- Read and understand engineering drawings and specifications.
- Work with accuracy and attention to detail.
- Utilize PC and related software applications.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Learn and effectively use SVCW's EAM system.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities will be considered. A typical way to obtain these would be:

- Bachelor's degree with major course work in purchasing, business administration or a related field.
- Two (2) years of experience using inventory tracking systems.
- Four (4) years of supervisory experience in purchasing, storekeeping, and/or warehouse operations.
- Four (4) years of supervisory experience in maintenance/mechanical/construction fields with emphasis on equipment/processes related to wastewater/water.
- Certified Purchasing Manager, Certified Public Purchasing Officer, or Certified Professional Public Buyer preferred.

CERTIFICATION AND LICENSING

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to operate a forklift or similar equipment, push or pull carts; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to chemicals, fumes and odors, and works around and with machinery with moving parts. The employee is occasionally exposed to outside weather conditions, uses a forklift and other vehicles, and may occasionally work evenings or on weekends. The employee is occasionally exposed to elements associated with the treatment of domestic, industrial and commercial wastewater. The noise level in the work environment is usually minimal to moderate.