

## **SILICON VALLEY CLEAN WATER**

### **Job Description**

**December 2018**

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

**JOB TITLE: Procurement/Materials Specialist**

**DEPARTMENT: Administrative Services**

**FLSA: Non-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 the circumstances of such discharge.*

### **SUMMARY**

Under direct supervision of Materials Services Supervisor, performs duties required to procure, receive, ship, store, and issue supplies and equipment. Will also support purchase and administrative support of contractual services.

Maintains adequate stock levels and inventory records on all goods; serves as an information source to SVCW personnel regarding basic materials and mechanical parts stocked and requested; keeps inventory records; receives, stores, and issues material, supplies, parts or equipment used in a large wastewater treatment facility; loads and unloads delivery trucks; operates a variety of material handling equipment; communicates with internal customers and vendors to complete order requests and purchases; performs other work as required. This position requires initiative, independent judgment and discretion.

### **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.*

- Procures goods and services in conformance with established procurement procedures.
- Prepares purchasing documents such as Requests for Quotation (RFQs), Requests for Proposal (RFPs), and Bid Specifications to ensure compliance with applicable procurement rules and regulations; analyzes and develops diversified sources for purchase of supplies, services, and equipment.
- Reviews other departments' requisitions for the purchase of materials, supplies, equipment and services; checks for proper authorization; edits to ensure clarity of descriptions, specifications, and proper account codes; contacts appropriate department for further information as needed.
- Receive, ship, categorize, store, issue and deliver supplies and equipment.
- Maintain adequate stock, min/max levels and inventory records on all stock items.
- Provide information to SVCW personnel regarding materials, equipment, and parts stocked in various inventory and equipment storage areas.

- Operate all electronic equipment, such as computers and peripheral equipment including electronic or bar code scanners, etc., necessary for efficient operation of the materials control function.
- Ability to learn SVCW purchasing procedures and techniques using applicable computer software, (Microsoft Great Plains, Paramount, and Panatracker).
- Develop and maintain a procurement manual to ensure colleagues and successors can conduct critical job functions.
- Operate company vehicles, forklifts and other equipment to pick up and deliver freight.
- Obtain competitive prices and process purchase order documentation for material services stock items.
- Check packing slips against purchase orders for discrepancies in terms of order, code documents and submit information to the appropriate department.
- Assist internal customers and interact with vendors with specifications and provide general parts information on mechanical equipment.
- Performs disposal of surplus goods, completes new asset and disposal asset forms.
- Ability to interpret specifications and machine drawings.
- Perform other related duties as required.

### **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:**

- Industrial machinery and related materials
- Warehousing and inventory methods and procedures.
- Purchasing principles, procedures, and practices.
- Operation of warehousing and stockroom equipment.
- Operation of electronic equipment associated with purchasing and inventory control.
- Safety hazards, basic hazardous materials handling procedures and appropriate precautions applicable to work assignments.
- Word, Excel, and Outlook.

#### **Skill in:**

- Evaluating bids and making appropriate recommendations; using spreadsheets to conduct cost and price analyses; negotiating and administering contracts; organizing and prioritizing work; working independently within procedural guidelines; performing accurate computations, and inputting data with accuracy.

#### **Ability to:**

- Sit at desk doing computer and/or paper research for long periods of time; move about SVCW's inventory storage facilities to find and gather requested stock items on a regular basis; intermittently bend to open boxes; reach above and below shoulder to stock supplies; safely use a step ladder and perform simple and power grasping, pushing and pulling; use feet and arms to operate forklift and other materials handling equipment; utilize very high levels of telephone interactions while sitting at a desk; write or use a

keyboard to communicate through written means; use computer keyboard, computer mouse and calculator for long periods of time; should also be able to understand and use internet based purchasing programs.

- Learn various computer programs and inventory control equipment, bar coding, scanner, etc.
- Work well in a paperless environment.
- Maintain records and perform arithmetic calculations.
- Operate safely various types of equipment and tools.
- Perform heavy manual work in lifting and moving stock.
- Communicate clearly and concisely, both orally and in writing in the English language.
- Build and maintain positive relationships with employee customers and vendor associates by using high levels of interpersonal skills.
- Learn and observe all appropriate safety precautions as required by SVCW including, but not limited to, Cal/OSHA General Industry Safety Orders.
- Use of basic hand and power tools utilizing safe working practices.
- To read, write and communicate in the English language; understand and follow oral and written instructions; communicate clearly both orally and in writing; perform arithmetical calculations; perform computer operation with word processor and spreadsheet software; operate light utility vehicles including electric carts, forklifts, and pickup trucks; work effectively with others.

### **EDUCATION and/or EXPERIENCE**

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

Equivalent to the completion of the twelfth grade, supplemented by training or college level courses and/or certificates of completion in purchasing and materials handling, business administration or a closely related field are desirable.

Two years' experience in purchasing and materials handling which could include; warehousing, storekeeping, purchasing, inventory control, and receiving.

Prior knowledge/use of materials management software.

### **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.*

Must be able to: See to drive vehicles, read fine print and video display terminals of various sizes; hear well enough to converse on the telephone, radio and in person over the noise of machinery; speak the English language well enough to converse on the telephone, radio and in person over the noise of machinery; smell odors; move fingers and hands dexterously; climb stairs and ladders; sit, bend, stoop, kneel, stretch, reach, climb and stand for long periods of time; use computer keyboard, computer mouse and calculator; lift and/or move objects that weigh up to 60 lbs.

### **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 and uses a vehicle and occasionally works in 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.