

SILICON VALLEY CLEAN WATER

Job Description

January 2021

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 Specialist

DEPARTMENT: Business 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 the Chief Financial Officer, performs a variety of duties related to procuring goods, services, and equipment for all SVCW departments. Coordinates and reviews risk management activities. Manages SVCW's fleet.

Communicates with internal customers to verify accuracy and completeness of requisitions and afterwards generates Purchase Orders; maintains vendor contacts that enable SVCW to quickly acquire necessary equipment, parts, or services at cost-effective prices; negotiates with vendors to complete order requests and purchases; ensures compliance with the procurement guidelines of California and SVCW; 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.
- Follows SVCW purchasing procedures and guidelines; assists in development of a procurement manual.
- Obtains competitive prices and processes purchase orders for stock items.

- Assists internal customers and interacts with vendors with specifications and provides general parts information on mechanical equipment.
- Performs disposal of surplus goods, completes new asset and disposal asset forms.
- Maintains familiarity with specifications and machine drawings.
- Ensures necessary insurance conditions are met and insurance documentation current
- Manages the fleet, including trucks, automobiles, and mobile equipment; tracks maintenance intervals; tracks and coordinates gasoline usage with City of Redwood City; manages electric vehicle charging stations.
- Coordinates with vending service companies, including Fastenal, Grainger, and lunchroom vending as necessary.
- Observes safe work practices and methods; performs 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:

- Principles and practices of government purchasing, including state, local, and SVCW regulations
- Methods and practices used in ordering materials, supplies, equipment, and services
- Standard contractual terms and conditions of purchase/service agreements
- Industrial machinery and related materials
- Purchasing principles, procedures, and practices
- Common units of weights and measures
- Operation of technology associated with purchasing and inventory control
- Safety hazards, basic hazardous materials handling procedures and appropriate precautions applicable to work assignments
- Computer processing applications related to inventory control, maintenance records, and record keeping
- Warehousing and inventory methods and procedures

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 or stand at a workstation doing computer and/or paper research for long periods of time; utilize very high levels of telephone interactions while sitting or standing at a desk; write and use a keyboard to communicate through written means; use computer keyboard, computer mouse and calculator for long periods of time; understand and use internet-based purchasing programs.
- Concentrate to maintain high level of accuracy through attention to detail.
- Learn various computer programs.

- Work well in a paperless environment.
- Maintain records and perform arithmetic calculations.
- Set up and maintain information in a database form for tracking and initiating required actions.
- Operate safely various types of equipment and tools.
- 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.
- 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 licensed vehicles; 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.

Five 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: Sit or stand at a workstation for long periods of time; 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 shared office space and, occasionally, machinery; speak the English language well enough to converse on the telephone, radio, or in-person; smell odors; move fingers and hands dexterously; climb stairs; sit, bend, stoop, kneel, stretch, reach, climb and stand for long periods of time; use computer keyboard, computer mouse and calculator; regularly lift and/or move objects that weigh up to 10 lbs. and occasionally up to 25 lbs.; see to drive vehicles.

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 noise level in the work environment is usually minimal to moderate.