



Materials Specialist

\$10,330.67 - \$12,573.60/month (\$59.60 - \$72.54/hour) Depending on qualifications & experience.
2% certification incentive pay available; benefited position.

Represented by International Union of Operating Engineers, Stationary, Local 39

Silicon Valley Clean Water (SVCW) is a diverse group of approximately 100 people dedicated to conveying and treating wastewater from more than 300,000 people and businesses in our service area. We are a Joint Powers Authority serving the communities of Belmont, Redwood City, San Carlos, and the West Bay Sanitary District. We value environmental stewardship and innovation and, by effectively treating wastewater at our advanced treatment facility, we help keep San Francisco Bay clean and environmentally healthy. SVCW is currently celebrating its 50th anniversary under the campaign "Innovation at 50", highlighting decades of environmental leadership and a forward-looking vision for clean water. More information can be found at www.svcw.org.

SUMMARY

Under direct supervision of the Administrative Services Director, the Materials Specialist is responsible for supporting daily warehouse operations by receiving, storing, tracking, and distributing inventory and materials. Requires a good understanding of warehouse operations and inventory control practices. This position requires initiative, independent judgment, discretion, and strong communication skills with internal staff.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

THE IDEAL CANDIDATE

Inventory Management

- Receive, inspect, and verify incoming shipments against purchase orders and packing slips.
- Record inventory transactions accurately within the company's inventory management system.
- Monitor stock levels and report shortages, overages, or discrepancies.
- Perform cycle counts and periodic physical inventory audits.
- Organize and maintain inventory locations for efficient storage and retrieval.

Shipping and Receiving

- Prepare outgoing shipments, including packaging, labeling, and documentation.
- Coordinate with carriers and delivery services for incoming and outgoing freight.
- Verify shipping documents and maintain shipment records.
- Process returns and damaged goods according to procedures.

Warehouse Operations

- Pick, pack, and stage orders for internal and external customers.
- Load and unload materials using warehouse equipment when certified and authorized.
- Maintain clean, organized, and safe warehouse facilities.
- Ensure products are properly stored and protected from damage.

A JOINT POWERS AUTHORITY

REDWOOD CITY | SAN CARLOS | BELMONT | WEST BAY SANITARY DISTRICT
1400 Radio Road Redwood City, California 94065 (650) 591-7121 www.svcw.org

Administrative Duties

- Enter data into inventory, purchasing, and shipping systems.
- File and maintain warehouse records and documentation.
- Generate reports related to inventory, shipments, and warehouse activities.
- Communicate with purchasing, accounting, operations, and maintenance teams regarding inventory availability and shipment status.
- Perform other related duties as required.

Interpersonal Effectiveness

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identify issues and concerns, explore solutions and implement improvements.

MINIMUM QUALIFICATIONS

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 twelfth (12th) grade completion, supplemented by training or college-level courses and/or certificates of completion in inventory management, materials handling, and business administration or a closely related field are desirable.
- Minimum five (5) years' experience in: maintaining stock levels and inventory records; serving as an information resource regarding basic materials and mechanical parts stocked and issued; maintaining inventory records; receiving, storing, and issuing material, supplies, parts or equipment; loading and unloading delivery trucks; operating a variety of material handling equipment.
- Knowledge/use of materials management software.

Knowledge of:

- Industrial machinery and related materials.
- Warehousing and inventory methods and procedures.
- Operation of warehousing and stockroom equipment.
- Operation of software associated with purchasing and inventory control.
- Safety hazards, basic hazardous materials handling procedures and appropriate precautions applicable to work assignments.
- Microsoft Office Suite, including Word, Excel, and Outlook.

Ability to:

- Move about SVCW's inventory storage facilities to find and gather requested stock items on a regular basis.
- Work well in a paperless environment.
- Communicate with on-site Contractors about deliveries to SVCW warehouse.
- Work with SVCW Purchasing & Accounting staff to reconcile discrepancies and to verify invoiced items are received.
- Organize and maintain high volumes of records.
- Perform arithmetic calculations.
- Obtain Safe Forklift Operations Certification.
- Perform manual work in lifting and moving stock.
- Build and maintain positive relationships with employee customers and delivery personnel 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.
- Read, write and communicate in the English language; understand and follow oral and written instructions; communicate clearly both orally and in writing.

Certification and Licenses

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

While performing the duties of this job the candidate 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, videoconference calls, and in person over the noise of machinery; speak the English language well enough to converse on the telephone, radio, videoconference calls, 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.

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 may occasionally work 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 typically minimal to moderate.

SVCW PERKS

- CalPERS Retirement: CalPERS Classic members 2%@60 and PEPRA members 2%@62 retirement.
- Medical Insurance: Fully paid health premiums for employees and dependents (up to the Kaiser rate); cash in lieu option available at \$400 per month.
- Dental and Vision: Fully paid by SVCW for employees and dependents.
- Medical Appointment Leave: 24 hours each Fiscal Year.
- Life Insurance: SVCW pays for basic life insurance up to \$50,000.
- Long-Term Disability Insurance: 2/3rds of salary up to the maximum monthly.
- Short Term Disability program offering up to 90 days of full salary continuation.
- Voluntary Benefits: deferred compensation plans (with Agency annual matching), health savings plans and flexible spending accounts (FSAs).
- Holidays: 9 holidays per year plus 5 floating holidays.
- Vacation: ranging from 10 to 25 days per year based on years of service.
- Work Schedule: This position typically works 40 hours per week, 5 days a week.
- Computer Purchase Loan Program.
- Wellness Program: Access to an array of wellness programs such as massage, fitness and meditation classes through ClassPass, Employee Assistance Program (EAP).

PRE-EMPLOYMENT PROCEDURES

The selection process may include, but is not limited to, an evaluation of applicants' qualifications, panel and/or departmental interviews, written and practical examinations, and reference checks. Employment offers are contingent upon the successful completion of all applicable pre-employment requirements, which may include verification of employment and educational history, a criminal background investigation, and a pre-employment medical examination and drug screening.

All communication regarding this recruitment, including examination schedules, status updates, and selection results, will be sent via email. Applicants are responsible for monitoring their email inbox, including spam or junk folders, for important recruitment-related correspondence. Prior to submitting an application, please ensure that the email address provided is current and accurate to facilitate timely communication throughout the recruitment process.

HOW TO APPLY

- Application and Detailed Job Description can be found on the employment page at www.svcw.org
- Complete an SVCW online employment application.
A resume and cover letter will not be accepted in lieu of the Authority's application form.

Filing Deadline

October 20, 2026, at 4:00 p.m. We encourage qualified applicants to apply now. Applications received after the deadline will be returned.

Application Screening and Panel Interview

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.