



POSITION DESCRIPTION

TITLE: PURCHASING/WAREHOUSE CLERK

REPORTS TO: Accounting Supervisor

GRADE: 3

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: A High School diploma or equivalent along with three years of progressive responsibility and experience in purchasing, inventory control or a related field is required. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required. A State of California Water Distribution Operator D1 certification is preferred.

EXPERIENCE: Three years of experience in water works with progressive responsibility desired; knowledge of water works parts, standard specifications, and inventory control; proven ability to organize and manage competing priorities; comprehensive ability to effectively utilize a personal computer and peripherals along with related word processing and spreadsheet programs; knowledge of basic facility maintenance processes; and previous experience operating a forklift is desirable.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work direction and review results; District employees to resolve purchasing, inventory, and vendor-related issues; Operations Supervisors regarding administrative support; all other District personnel as required.

EXTERNAL: Interaction with outside vendors to purchase materials and to coordinate repair of equipment.

PHYSICAL REQUIREMENTS

Must be able to operate a forklift and have the physical ability to receive, store, issue, and package parts and materials required for District work. Ability to tolerate extended periods of sitting; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to effectively utilize a personal computer and peripherals.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include assisting the District staff; working with field and office departments on purchasing, issuing, receiving, recording, and storing District materials and supplies. Processes work orders on a daily basis and provides routine facility maintenance. The ability to organize and manage competing priorities; effectively manage District resources; constructively deal with conflict and afford effective resolutions; professionally represent the District; effectively perform within a team environment; and support of the District Strategic Plan and Mission Statement by acting as a positive role model are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety program is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

| % TIME | TASKS |
|---------------|--|
| 35% | Performs routine purchasing activities including: <ul style="list-style-type: none">• Evaluates orders, receives, and processes requisitions for District supplies and equipment.• Orders warehouse supplies, including building maintenance and janitorial supplies, safety supplies, and various equipment for District programs.• Consults with appropriate vendors and receives and analyzes quotations for relative prices and consistency with material and equipment specifications.• Performs recordkeeping and preparation of purchase order requests for approval.• Reconciles packing slips and invoices on items received, including follow up on purchase orders for items not yet received.• Maintains a professional working relationship with suppliers, vendors, and governmental agencies.• Makes recommendations for procedural and cost reduction improvements. |
| 35% | Controls inventory by: <ul style="list-style-type: none">• Restricts the issuance of materials to work orders received. Compares requests to specifications. Initiates change order requests.• Issues materials and supplies to District employees and contractors as required. Keeps accurate and legible records of items issued.• Maintains current inventory levels using District computer system. Sets reorder points. Informs supervisor of reorder needs and may reorder routine purchases.• Researches and recommends inventory changes.• Maintains safety related inventory in good working order.• Performs and coordinate annual inventory physical control.• Maintains accurate inventory of District materials and supplies.• Responds to auditor's requests during year-end audit.• Provides data entry of service order information into District computer system. |
| 20% | Provides support for Operations and Maintenance departments by: <ul style="list-style-type: none">• Maintains neat and orderly warehouse and storage areas.• Assigns locations for materials to be stored and issued. |

- Uses District vehicle to pick up and deliver miscellaneous items.
 - Coordinates service requests for building maintenance.
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DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.