



JOB DESCRIPTION

POSITION	Purchasing and Inventory Technician	SAFETY SENSITIVE	No
SALARY RANGE	Range 15	ESTABLISHED DATE	09/20/2023
FLSA STATUS	Non-Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

SUMMARY

The Purchasing and Inventory Technician performs a variety of purchasing tasks, including procurement, stocking, and issuing of supplies and materials; maintains inventory in warehouse; assists with obtaining competitive quotes; and loads and delivers materials and supplies. The Purchasing and Inventory Technician oversees facility maintenance and custodial operations related to the District Administrative and Operations buildings, fixtures, equipment, and property.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the intermediate skills required to perform the principal duties of the position, as well as the general level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position requires strong interpersonal skills, a high level of motivation, and basic leadership skills. Interaction with the public is required.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor as assigned.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with the specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Acts as the District’s representative to communicate and/or coordinate all purchasing, contract, and inventory-related matters.
- Receives materials and supplies; inspects shipments for damage and conformance to invoice, purchase order, and packing list; offloads and stores materials received; returns defective materials; notifies appropriate persons when shipment is received. Ensures receipt of goods is verified with a supervisor.
- Issues materials to various persons, including District Operations crews and other District staff, upon receipt of properly approved requests; maintains inventory records of all materials issued and monitors items running low in stock; prepares requisitions to replenish stock and maintains inventory and inventory control system.
- Assists in purchasing a variety of routine and non-routine items; contacts vendors concerning price and availability of materials, parts, and equipment; solicits informal bids and quotes and selects or recommends vendor selection; places approved orders with vendors.
- Maintains the District purchase requisition and order system, contract records, project files, status reports, and other related documents while ensuring compliance with policy and procedures.
- Confers and provides regular updates to management staff on their assigned budgets and purchases.
- Assist with the preparation of bid packets, request for proposals, participates in bid committees, assists with evaluation and analysis of bids and proposals, makes recommendations for procurements as well as maintains start and completion notices.
- Resolves invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Assist and maintain prevailing wages requirements.
- Track and control District’s fixed assets by assigning physical asset tags, conducting periodic counts, valuation reviews, fixed assets audits and arranging for disposal options for obsolete items.
- Prepares and presents purchasing, contracting, and procurement-related staff training.

- Maintains reference database of resources, vendors, and parts for all facilities related services (i.e., electrical, plumbing, roofing, heating, and air conditioning).
- May perform basic maintenance and/or repairs on electrical, mechanical, cooling, and plumbing systems.
- Operates a District vehicle to pick up and deliver supplies as needed.
- Establishes and maintains cooperative working relationships with staff, outside agencies, and the public.
- Opens and closes the building and turns the alarm system on and off.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of four (4) years of increasingly responsible experience in procurement, purchasing, and/or inventory management.
- Public agency experience is highly desired.

Education and/or Training:

- High school diploma or equivalent;
- Associate's Degree or higher from an accredited educational institution in business, public administration, accounting, finance, or closely related field is desired.

Certificates, Licenses, Registration:

- A Certificate related to acquisitions such as a Certified Purchasing Manager or Certified Public Procurement Officer from a nationally recognized organization is desired.

Other: Must possess and maintain in good standing a valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Auditing and inventory control
- Best practices for purchasing and material handling
- Materials used for water, wastewater, wells, and boosters
- Building maintenance and upkeep
- Emergency procedures and safe work practices
- Basic fiscal procedures, accounts payable and accounts receivable
- Maintaining filing and record-keeping systems
- Legal and regulatory requirements related to purchasing and inventory management.
- Inventory control principles and best practices.
- Practices, theories, and principles related to procurement.
- Utilization of purchasing documents and processing techniques.
- Computers, software, and office equipment operation.

Skilled in:

- Possess strong written and verbal communication skills.
- Possess strong organizational skills.
- Detail-oriented approach.
- Writing and drafting technical documents and professional correspondence.
- Possess exceptionally strong computer and MS Office 365 suite skills.

Ability to:

- Perform multiple tasks and meeting deadlines utilizing time management.
- Evaluate and analyze information to create and communicate recommendations.
- Oversee monitoring systems for tracking information.
- File alphabetically or numerically; maintain accurate records proofreading for accuracy.

- Adjust to changes in workload, deadlines and working under pressure.
- Obtain information necessary to respond to internal/external requests.
- Read, understand, and carry out written and verbal instructions.
- Work efficiently in teams and independently, while being productive when completing work tasks.
- Professionally represent the District, and maintain cooperative, respectful, and effective working relationships in the course of work including staff, officials, and the public.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 75 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, occasionally on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Inside/Outside:** This position primarily works in an indoor office or warehouse setting but may work occasionally in an outdoor setting.
- **Driving:** Duties require regular operation of District vehicles. May require the operation of heavy to light equipment on a regular basis.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Vehicles, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines. May use heavy to light equipment.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities, or requirements.

I understand that this description does not preclude my manager or supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date