



## Purchasing and Inventory Worker

### ***Purpose of the role:***

Under general supervision, orders, receives, stores, issues, controls, and maintains an adequate inventory of materials, supplies, parts, tools and equipment used in the construction, maintenance and repair of the City's public works and utilities systems and facilities; purchases specialized items not in inventory; researches and processes departmental purchase requisitions and purchase orders; obtains bid quotations; maintains, analyzes, and evaluates a computer-based inventory system; maintains a variety of records; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

An incumbent in this class is assigned the purchasing, ordering and warehouse functions in the Street and Landscape sections, Fleet Maintenance section, and/or the Utilities Maintenance section. These positions are actively involved in the purchasing and computer-based inventory of warehouse supplies and materials.

***The following duties are typical for this classification. Incumbents may not 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 needs and changing business practices.***

### ***Essential Duties and Responsibilities:***

- Orders, receives and maintains materials, supplies, equipment and tools used in the construction, repair and maintenance of streets, sewers and water utility systems and facilities; stocks shelves; maintains and utilizes ongoing listings of purchase orders; researches, prepares or completes purchase orders; receives and fills requisitions for specialized orders.
- Orders, receives and maintains parts, accessories, supplies and special tools to be used in the maintenance, service and repair of the City's vehicles and equipment; stocks shelves; maintains and utilizes ongoing listings of purchase orders; researches, prepares, or completes purchase orders.
- Issues and distributes materials, supplies, parts, tools and equipment; determines availability of parts and supplies and estimates delivery time; resolves problems that may arise from delayed deliveries, substitutions, or delivery errors; receives and fills requisitions for specialized orders.
- Obtains bid quotations to compare costs and evaluate the quality and suitability of supplies, materials, tools and service.
- Arranges and coordinates delivery of purchased supplies and materials; arranges location and layout of stock in storage areas; maintains storage areas in a clean and orderly condition; ensures the security of storage areas.

- Maintains continual contact with inventory suppliers and vendors; researches and locates resources for non-standard parts and special tools; obtains bids from vendors for specialized repairs.
- Determines the appropriateness and/or feasibility of substituting parts on the basis of knowledge of interchange ability of such parts.
- Identifies and selects parts and tools as described and requested by mechanics and other departments; rechecks request lists to ensure completeness and accuracy of items being ordered; obtains bids on selected equipment and supplies from vendors.
- Inspects parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number.
- Maintains, analyzes, and evaluates a comprehensive personal computer-based inventory system; performs inventory control duties.
- Utilizes material control techniques, including cycle counts, analysis of material requirements, warehouse space design, yearly physical inventory and monitor turnover of obsolete stock.
- Confers with assigned sections to meet needs for inventory, equipment, and emergency items.
- Operates forklifts, trucks and other light equipment in the storage of material, supplies and parts.
- Keeps abreast of new parts and product lines within the parts and equipment industry; checks and reconciles records with appropriate inventory listings and records; reports discrepancies; utilizes parts catalogs, repair manuals and tracking system for parts maintenance and control.
- Maintains accurate records of inventory, bid quotations, inventory reports, cycle counts, physical inventory, loaner records, and product files; processes, reports, and prints cycle counts to keep an accurate inventory; prepares special and regular reports as required.
- May instruct and/or supervise other workers as assigned to assist in maintaining the warehouse.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

***Desired  
Minimum  
Qualifications:***

Knowledge of:

- Materials, supplies, equipment and tools used in the construction and repair of vehicles and motorized equipment, streets, sewers and water utility systems and facilities.
- Basic research and data analysis methods and techniques.
- Principles and practices of stock and inventory control, including requisitioning, receiving, storing and issuing.
- Basic purchasing procedures.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Occupational hazards and standard safety practices.

Ability to:

- Develop and implement inventory control procedures.
- Exercise independent judgment and initiative without close supervision.
- Prepare and maintain a variety of reports and records.
- Gather and evaluate data and make logical recommendations based on comparative analysis.
- Maintain, analyze, and evaluate inventory.
- Maintain accurate and current records of materials, supplies and equipment received, stored and issued.
- Organize, stock, and issue supplies and equipment.
- Maintain adequate stock levels.
- Respond to requests and inquiries from other personnel.
- Perform mathematical calculations.
- Operate a variety of warehouse and automotive equipment including forklifts, trucks and other light equipment.
- Operate office equipment including computers and supporting software applications.
- Perform highly detailed work on multiple, concurrent tasks.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Team Builder
- Results Oriented
- Customer-Focused
- Accountable
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

**Education and  
Experience  
Guidelines:**

One year of experience in the purchasing, receipt, storage, inventory and issuance of tools, supplies, equipment and materials.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

A valid forklift license is required.

*The conditions herein 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 job functions.*

***Physical and  
Environmental  
Conditions:***

**Physical:** Primary functions require sufficient physical ability to work indoors and outdoors; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; lift, carry and push tools, equipment and supplies weighing 50 pounds or more; drive motorized vehicles. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Indoor and outdoor environment working near moving mechanical parts; exposure to noise, dust, fumes, and inclement weather conditions including wet and/or humid conditions; interact with City staff and other organizations.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: