



Senior Purchasing and Inventory Worker

Purpose of the role:

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for ordering, receiving, storing, issuing, controlling and maintaining 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; oversees and participates in purchasing specialized items not in inventory; coordinates and participates in researching and processing purchase requisitions and purchase orders; obtains bid quotations; oversees and participates in maintaining, analyzing, and evaluating a computer based inventory system; maintains a variety of records; plans and reviews the day's activities for warehouse and field service staff; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Purchasing and Inventory Worker series responsible for the administration of the purchasing, ordering, and warehouse functions at the Municipal Service Center. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including lead functions over lower level staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including placing higher dollar orders. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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:

- Leads, plans, trains, organizes, schedules, and reviews the work of staff responsible for ordering, receiving, storing, issuing, controlling and maintaining 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; participates in performing the most complex work of the unit including placing higher dollar orders.
- Trains assigned employees in their areas of work including purchasing methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Plans and reviews the day's activities for warehouse and field service staff; conducts morning exercises and meetings; participates in the evaluations of assigned staff.

- Orders low and high dollar materials, supplies, parts tools and equipment in accordance with approved purchasing procedures.
- Maintains inventory credibility and accountability by establishing minimum and maximum quantities, ABC analysis codes, purchase and receipt procedures, and performing weekly cycle counts and annual counts.
- Coordinates and participates in ordering, receiving and maintaining materials, supplies, equipment and tools used in the construction, repair and maintenance of streets, landscaping, 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.
- Coordinates and participates in ordering, receiving and maintaining parts, accessories, supplies and special tools to be used in the maintenance, service and repair of City vehicles and equipment; maintains and utilizes ongoing listings of purchase orders; researches, prepares or completes purchase orders.
- Oversees and participates in issuing and distributing 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.
- Identifies usage requirements, bids, negotiates and establishes blanket purchase agreements for common or high use items.
- Prepares requests for bids and assists in preparing requests for bids; 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 interchangeable aspects of such parts.
- Oversees and participates in identifying and selecting parts and tools as described and requested by mechanics and other departments; rechecks request lists to ensure completeness and accuracy of items being ordered.
- 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.
- Oversees and participates in maintaining, analyzing, and evaluating a comprehensive personal computer-based inventory system; performs inventory control duties.

- Conducts research as requested by Municipal Service managers and supervisors for possible equipment and materials purchases; report findings to appropriate staff.
- Administers the maintenance and calibration of breathing apparatus equipment and gas detectors provided by qualified field personnel.
- Administers and problem solves issues with uniforms provided to field personnel and staff per annual contract.
- Purchases and maintains the inventory for the Municipal Service Center's emergency supplies.
- Conducts monthly inventory and maintenance of all first aid cabinets at the Municipal Service Center; orders supplies and equipment as necessary.
- Supervises the security and integrity of the public works warehouse facility.
- Operates forklifts, trucks and other light equipment in the storage of material, supplies and parts.
- Coordinates safety training program for Municipal Service Center's Administrative Support section; provides forklift training for Municipal Service Center personnel.
- Keeps abreast of purchasing rules and regulations, warehouse management philosophies and concepts, 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 supply catalogs and a variety of records.
- Oversees and 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.
- 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:

- Operations, services, and activities of a purchasing and inventory program.
- Principles of lead supervision, training, and evaluation.
- Basic purchasing and materials management procedures.
- Advanced materials, supplies, equipment and tools used in the construction and repair of vehicles and motorized equipment, streets, landscaping, sewers and water utility systems and facilities.
- Research and data analysis methods and techniques.

- Principles and practices of stock and inventory control, including requisitioning, receiving, storing and issuing.
- Purchasing procedures.
- Principles and procedures of record keeping and filing.
- Advanced mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Plan, organize, lead, assign and evaluate the work of others.
- Motivate and evaluate staff and provide for their training and development.
- Interpret, explain, and enforce department policies and procedures.
- 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.
- Work independently in the absence of supervision.
- Perform highly detailed work on multiple, concurrent tasks.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- 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 supplemented by college level course work in business administration or related field.

**Education and
Experience
Guidelines:**

Experience:

Four years of experience in the purchasing, receipt, storage, inventory and issuance of tools, supplies, equipment and materials including two years of experience comparable to a Purchasing and Inventory Worker with the City of Thousand Oaks. Experience in purchasing and warehouse supervision and Certified Purchasing Management or Certified Production and Inventory Management is preferred.

Licenses; Certificates; Special Requirements:

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

A valid forklift license is preferred.

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: