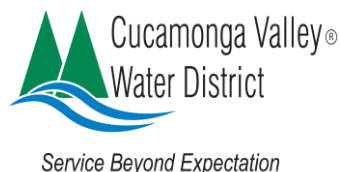


WAREHOUSE AND SUPPLY COORDINATOR



Job Status: Non-Exempt
Date Adopted: 11-2001
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, participates in the work of ordering, receipt, storage, inventory, procurement stocking, and delivery of materials, supplies, parts, tools, and equipment used in the construction, maintenance, and repair of the water or wastewater distribution system and facilities; assists with bids and obtaining competitive quotes; meets with salespeople and vendors; and performs miscellaneous errands related to the warehouse.

DISTINGUISHING CHARACTERISTICS

The Warehouse and Supply Coordinator is an advanced journey working level classification. The incumbent of this class is responsible for managing and integrating the District's centralized warehousing and inventory control functions and safeguarding the District's inventories and other assets. The work of this class is complex and involves significant independence, accountability, and decision-making responsibility.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Finance Manager and Director of Finance & Technology Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Receives materials and supplies at a central warehouse; inspects shipments for damage and conformance to invoice, purchase order, and packing list; offloads and stores materials received using a forklift or other equipment; returns defective materials; notifies appropriate persons that shipment is received.
2. Issues materials to various persons, including District water and wastewater maintenance crews, developers, contractors, 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 warehouse stock and maintain inventory.
3. Maintains shipping/receiving and other records of materials in the warehouse; matches invoices to packing slips and enters data into a computerized inventory control database; maintains engineering capital project files and records of amounts of materials/supplies issued for specific projects.
4. Assists in purchasing a variety of routine and non-routine used 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.

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Essential Functions (continued):

5. Processes purchase orders, invoices, and work orders; codes documents appropriately for accounting and inventory control purposes; forwards relevant paperwork to accounts payable staff to arrange the issuance of payment; prepares new purchase orders for the signature of the Finance Manager.
6. Works with District staff to research and resolve day-to-day purchasing, inventory control, or warehousing issues; acts as the liaison between vendors and District staff regarding standard shipping or receiving issues.
7. Participates in annual or other periodic inventories (cycle counts) or audits of materials on hand; reconciles physical counts with official records.
8. Operates forklifts, pallet jacks and trains other personnel how to safely use a forklift and other lift equipment in the warehouse.
9. Operates a District vehicle to pick up and deliver supplies as needed; maintains the warehouse neat and orderly.
10. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
11. Regular attendance at the work site.

Marginal Functions:

- I. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Water and wastewater system materials and supplies and their common usage.
Methods used in shipping/receiving, storekeeping, and inventory control.
District's purchasing policies, practices, and procedures.
Recordkeeping and computerized inventory control techniques.
Basic accounting principles and practices.
Filing systems used for the developer and District capital projects.
Standard purchasing documents and how to complete or process them.
Sources of commonly used parts and equipment and how to obtain them.
Basic mathematics.

Skill in:

Operating a personal computer and related software.
Uses a forklift safely and efficiently.
Trains others to use a forklift safely.
Operates a variety of general office equipment.

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Develop and maintain effective working relationships with vendors, suppliers, and internal departments.

Ability to:

- Receive, inspect, and issue supplies and equipment.
- Maintain detailed and accurate records.
- Understand basic accounting concepts.
- Ensure storage areas are clean and safe
- Enter and retrieve information from a computerized inventory control system.
- Perform alphabetic and numerical sorting and filing.
- Establish and maintain effective relations with vendors and suppliers.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.
- Maintain a flexible work schedule that may require after/before normal working hours.
- Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received.
- Attend industry functions, conferences, seminars, and off-site training.

REQUIRED QUALIFICATIONS

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

Job Title	Warehouse and Supply Coordinator
Experience	<ul style="list-style-type: none"> • Four (4) years experience in water and/or wastewater systems operations or maintenance work, supplemented by training or experience in purchasing and warehousing and operating a forklift.
Education/Training	<ul style="list-style-type: none"> • Equivalent to a High School Diploma.
Required License/Certification	<ul style="list-style-type: none"> • Possession of a valid D2. • Possession of a valid Forklift Operator Certificate. • Possession of, or ability to obtain within one (1) year of appointment, a valid Forklift Train-the-Trainer Certification. • Possession of, or ability to obtain within two (2) years of appointment, a Certificate in Purchasing Management, Logistics and Supply Chain Management or equivalent.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> • Excel University Masters Certification, or equivalent. • Valid D3.
DMV Class	<ul style="list-style-type: none"> • Possession of a valid California Class C driver's license and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Warehouse and office environment; some exposure to variable temperatures in the warehouse.

Physical:

Incumbents require sufficient mobility to work in an office and warehouse setting; stand, sit, and walk for prolonged periods of time; push, pull, lift, and/or carry moderate amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders occasional; operate office equipment including the use of computer keyboard; operate assigned vehicle and equipment; ability to verbally communicate to exchange information. The incumbent must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

Hearing:

Hear in the normal audio range with our without correction.