

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
CLASSIFICATION STATEMENT
Operations and Maintenance**

Procurement Buyer

DEFINITION:

Manages all purchase orders, the ordering, and the storage and delivery of supplies, equipment, and material. This position is reported directly to the Operations Superintendent.

CLASS CHARACTERISTICS:

Under the direction of the Operations Superintendent, is responsible for all facility Purchase Orders, warehouse facilities for all SOCWA treatment facilities; receive, store, issue and forward equipment and supplies; account for inventory and maintain appropriate records and documents.

EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Locate and price necessary equipment, supplies and prepare requisitions for same.
- Prepares requisitions. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Processes Purchase Orders once the requisitions are approved by management and forward to vendors.
- Research and investigate potential suppliers and new products for use.
- Receive equipment and supplies from vendors, suppliers, and other sources; check deliveries against purchase orders and forward receiving information to the accounting department; sort and safely store inventory.
- Issue and forward equipment and supplies to appropriate department or individual.
- Follows up on excessive delivery delays; resolves problems concerning damaged goods, failure to deliver on time or incorrect merchandise; resolves problems in billing and payment.
- Prepare shipping documents and items to be shipped and contact freight company.
- Conducts an annual physical count of all items in the warehouse inventory.
- Maintains the warehouse facility in a neat and orderly manner.
- Safely, forklift, hand truck, dolly and various hand tools to receive, unpack, store and issue parts and materials.
- Keep other Purchasing records as assigned.
- Work efficiently and effectively with all other departments to achieve the most economical and satisfactory resolution to operational concerns.
- Comply with safety rules and regulations.
- Perform other duties or special projects as assigned and/or directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of water, sewer, electrical and mechanical appurtenances.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- One year of experience in inventory control, warehousing, or materials management. Experience with computer and popular software programs.
- Thorough knowledge of the principles of warehousing and inventory control.

OTHER SPECIAL REQUIREMENTS:

- Graduation from high school or an acceptable equivalent.
- Three to five years of additional training or experience in business, accounting, and inventory control.
- Graduation from a college or university with an associate of arts degree. A baccalaureate degree in business administration or equivalent is desirable.
- Must possess a valid California, Class C, driver's license in good standing.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Language Ability and Interpersonal Communication:

- Ability to analyze and categorize data and information to determine the relationship of data with reference to established criteria/standards. Ability to compare, count, differentiate, measure assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards. Ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively orally and in writing with Agency personnel.

Mathematical Ability:

- Ability to calculate percentages, fractions, decimals, and ratios.

Judgement and Situational Reasoning Ability:

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements:

- Must be able to pass Agency's pre-employment physical examination.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as assembling equipment.
- Ability to exert effort in strenuous physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to lift and move 50 pounds or more.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas.
- Ability to be subject to 24-hour recall, variable working hours, overtime, weekends, and holidays. May be required to perform stand-by duties and respond to plant emergencies.

Environmental Adaptability:

Some tasks may risk exposure to temperature variations, sewage, toxic agents/chemicals, noise, machinery, vibrations, electrical currents, wetness, and dust.

SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.