



Hi-Desert Water District Classification Specification

Job Title: Purchasing and Facility Technician

Job Grade: 10

FLSA Status: Non-Exempt

Date: October 2022

JOB SUMMARY

Under the general supervision of the Chief Financial Officer, the Purchasing and Facility 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 Facility Technician oversees facility maintenance and custodial operations related to the District Administrative office building, fixtures, equipment, and property.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description 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 qualifications of the incumbents within the class.*

- Receives materials and supplies; inspects shipments for damage and conformance to invoice, purchase order and packing list; offloads and stores materials received using forklift or other equipment; returns defective materials; notifies appropriate persons when shipment is received.
- Issues materials to various persons including District water and sewer maintenance crews, 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 stock and maintains inventory.
- Maintains shipping/receiving and other records of materials; matches invoices to packing slips; records amount of materials/supplies issued for specific projects.
- 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.
- 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 issuance of payment; prepares new purchase orders for approval.
- Prepares credit applications for new vendors.
- Works with District staff to research and resolve day to day purchasing, inventory control, or

warehousing issues; acts as liaison between vendors and District staff regarding routine shipping or receiving issues.

- Enter data and review and verify accuracy. Prepare basic spreadsheets, documents, and reports as needed to track and provide information.
- Participates in annual or other periodic inventories or audits of materials on hand; reconciles physical counts with official records.
- Serves as administrator for information technology contract with Umetech, or current provider. Acts as a liaison between employees and information technology contractor in obtaining services and resolving issues.
- Serves as contact for building security services by Pro Security, or current provider.
- Oversees facility maintenance, custodial services, and landscape operations related to District Administrative office buildings fixtures, equipment, and property.
- Assures District Administrative office buildings and equipment (i.e., electrical, mechanical, and plumbing systems) are maintained in a state of proper repair. Proactively schedules maintenance to buildings, and grounds including landscaping. Plans and coordinates all installations and refurbishments.
- Maintain safe parking lots and walkways by ensuring proper lighting, fixing potholes and trip hazards, and ensuring clearly defined spaces.
- Carries out inspections of Administrative office facilities to identify and resolve issues.
- Maintains proper records of vehicle and other equipment maintenance activities and maintains warranty records.
- May perform basic maintenance and/or repairs on electrical, mechanical, and plumbing systems.
- Responsible for recycling and waste disposal at all sites.
- Quickly responds to communicate and manage emergency situations involving facilities.
- Maintains reference database of resources, vendors, and parts for all facilities related services (i.e., electrical, plumbing, roofing, heating, and air conditioning).
- Coordinates Board Room and meeting room set-up and tear down.
- Coordinates office furniture and equipment moves and replacement as necessary.
- Sets up and troubleshoots printers, copiers, computers, and other office equipment. Contracts providers for repairs and/or maintenance as needed.
- Operates a District vehicle to pick up and deliver supplies as needed.
- Maintains warehouse in a neat and orderly condition.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

JOB SPECIFICATIONS

Knowledge of:

- Auditing and inventory control
- Purchasing and material handling
- Working knowledge of electrical, mechanical and HVAC systems
- Materials used for water, wastewater, wells, and boosters
- Building maintenance and upkeep
- Emergency procedures and safe work practices
- Basic fiscal procedures, accounts payable and account receivable
- Development and maintenance of filing and record keeping systems

- Basic personal computer operation and related software applications

Skills and Abilities:

- Reconcile inventory
- Apply effective purchasing methods
- Organize data and perform record maintenance
- Be proficient in Microsoft Word, Outlook, and Excel
- Operate inventory and purchasing software
- Maintain cooperative working relationships with vendors and co-workers
- Communicate effectively with customers and the public
- Work with minimum supervision
- Prioritization, organization, and coordination

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Works at a desk, uses a computer keyboard, and looks at a computer monitor for extended periods of time.
- Extended periods of sitting.
- Stands and walks for extended time periods.
- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to move, carry, push, pull, reach, and lift supplies and merchandise weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust and significant temperature changes between cold and heat.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Communicates orally and in writing with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.

QUALIFICATIONS**Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- Minimum two (2) years of experience in performing purchasing, warehousing, and/or inventory control work.

- Minimum one (1) year of experience in facility maintenance.
- Previous experience within the Water or Wastewater industry desirable.

License / Certificate:

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.