JOB DESCRIPTION

TITLE: Materials Management Supervisor

SECTION: Materials Management

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Trades and Support Superintendent

Supervises the following positions: Purchasing Technicians, Storekeeper Trainee, I, II, III.

DEFINITION:
Under general direction, plans organizes, directs and supervises the work and activities of personnel engaged in the purchasing, ordering, receipt, storage, issuance, inventory control and delivery of materials, supplies, parts and equipment in the district’s purchasing and warehouse section: and to perform related duties as required. The incumbent in this class is responsible for managing and integrating the district's Purchasing, warehousing and inventory control function. The work of this class is complex and involves significant accountability and decision making responsibilities.

ESSENTIAL FUNCTIONS:
The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, schedules, assigns, supervises the work of technical purchasing and warehousing personnel assigned to the material management section.

2. Participates in the selection of section personnel.

3. Meets with vendors or potential vendors to resolve procurement problems, establish blanket-purchasing agreements, service agreements and negotiate terms.

4. Coordinates training, assigning and directing of stores and purchasing personnel.

5. Monitors and periodically evaluates unassigned or surplus materials and generates deletion forms as necessary.

6. Writes performance reviews on assigned personnel.

7. Ensures compliance of unit's work to pertinent codes, regulations and guidelines including District safety programs and procedures.
8. Insures coordination of materials and supplies for all district departments and monitors levels of inventory items to insure required material is available when needed. Coordinates purchasing needs of all departments.

9. Insures correctness of orders and items received; insures proper documentation of purchase orders, receiving slips and issue tickets.

10. Periodically spot check inventory items for control counts and schedules and oversees total inventory in coordination with Finance Department.

11. Participates on bid committee.

**MINIMUM QUALIFICATIONS:**

**License or Certificates:** Possession of an appropriate California operator’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

Must be available for flexible schedules and shifts.

**Knowledge of:**
- Principles and techniques of effective personnel management and supervision.
- Modern warehouse procedures.
- Principles, methods, procedures and ethics of purchasing materials for a public utility.
- Laws and regulations and recordkeeping applicable to purchasing.
- Arithmetic.
- Safe working practices and procedures.
- Procedures for inventory and stock control.
- Methods of maintaining and taking inventories.
- Equipment and supplies used in a water district.
- Procedures for ordering, receiving, and distributing supplies and equipment used in all areas of district operations and work.
- Methods, procedures and policies of shipping.
- Principles of training and coordinating the activities of personnel.
- Principles and procedures for computer operation as it relates to warehouse activities.

**Ability to:**
- Effectively plans, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- Effectively manages and directs a purchasing, warehousing and inventory control operation at multiple facilities.
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- Exercise sound independent judgement and initiative evaluate alternatives and recommend or implement effective courses of action.
- Maintain work group morale and productivity.
- Effectively operates a computer and word processing, spreadsheet, database and other standard and district's specific software.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with district employees, vendors, suppliers and other encountered in the course of the work.
- Maintain accurate and legible entries documenting the receiving, storing and issuing of equipment and supplies through clear and concise reports, records, correspondence and other written materials.
- Estimate future supply needs and insure adequate stock levels of materials, supplies, and parts.
- Maintain the cleanliness and safety of the warehousing facilities.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and ability would be to have graduated from a four year college with a major in business administration or a closely related field; and four years of increasing responsible experience in purchasing, warehousing, and inventory management including supervision of personnel; or an equivalent combination of training, education, experience and certification programs.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Light.

2. Works in weather conditions including heat or rain.

3. Sits for prolonged periods of time.

See Human Resources for physical assessment form.