



## Hi-Desert Water District Classification Specification

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**Job Title:** Purchasing and Facility Manager

**Job Grade:** 13

**FLSA Status:** Non-Exempt

**Date:** January 2019

### **JOB SUMMARY**

Under the general supervision of the Chief Financial Officer, the Purchasing and Facility Manager plans, organizes, and directs the District's purchasing functions; establishes and manages inventory control and warehousing systems; and performs complex and sensitive procurement activities. This position, oversees facility maintenance and custodial operations related to District office buildings, fixtures, equipment and property; and performs other duties as assigned.

### **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.*

- Establishes and oversees an inventory control system for materials, supplies, and parts required for the efficient operation of the District.
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- Assists with the preparation and administration of the Purchasing Policy and annual purchasing budget.
- Implements and administers the Purchasing Policy.
- Maintains perpetual inventory records and compares them to physical inventories.
- Processes all District purchase orders and purchase requisitions in accordance with District Policy.
- Identifies and works with vendors and supply sources to ensure timely, and cost-effective, delivery of materials and supplies; obtains price quotations and availability; reviews specifications; makes vendor recommendations; handles product problems; maintains knowledge of current market conditions.
- Prepares bid packages, including purchasing specifications and proposal requests; serves as a member of bid opening committees, analyzing responses to identify which one best meets the District's needs.
- Identifies items for reordering, and controls stock levels through a computerized inventory system; directs the storage, sale, and disposal of surplus inventory and property.
- Confers with and advises District management and staff on purchasing needs.
- Operates and maintains warehouse equipment.

- Oversees facility maintenance, custodial services, and landscape operations related to District office buildings fixtures, equipment and property.
- Assures District 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.
- Establishes preventive maintenance program for District equipment, facilities, parking lots and grounds.
- Carries out inspections of facilities to identify and resolve issues.
- Maintains proper records of maintenance activities and maintains warranty records.
- Effectively manages facilities assets and equipment, including preventative maintenance and backup, repair, and replacement, to ensure cost-effective use and mitigate business interruption
- Ensures HVAC units are working properly including vent cleaning, filter replacement and configuring thermostats
- Ensures that all gates, fences and doors are in good working order.
- Maintain safe parking lots and walkways by ensuring proper lighting, fixing potholes and trip hazards and ensuring clearly defined spaces.
- 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.
- Operates a variety of office equipment.
- Establishes and maintains cooperative working relationships with co-workers, vendors, outside agencies, and the public.
- Regularly adheres to prescribed work schedule to conduct job responsibilities.

## **JOB SPECIFICATIONS**

### **Knowledge of:**

- Inventory control
- Purchasing and material handling
- Working knowledge of electrical, mechanical and HVAC systems.
- Building maintenance and upkeep
- Emergency procedures
- Safe work practices

### **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 little or no supervision

### **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
- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing up to 50 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.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **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 three (3) years of increasingly responsible experience in performing purchasing, warehousing, and inventory control work, including experience in the development of purchasing specifications, bid packages, and proposal requests; Previous experience within the Water or Wastewater industry highly desirable.
- Minimum three (3) years of increasingly responsible experience in facility management/maintenance.
- Experience in a lead or supervisory capacity is preferable.

#### **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.

Possession of a California State Water Resources Control Board Distribution 2 Certificate, or must file for, and pass exam within three testing cycles from date of appointment.**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.