

Title: Procurement Specialist
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2116; Hourly position; Category: Classified; Job Code: PROS Rev.:07/01/2021

General Description

The purpose of this position is to perform maintenance of complete inventory of fixed assets, equipment spare parts, and supplies within the sewer fund in compliance with County purchasing regulations.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Receives and verifies purchases, evaluates suppliers, conducts interviews with vendors, negotiates supplier agreements, maintains, and tracks adequate inventory and understands pricing and shipping methods.
- Identifies quality goods and services for an acceptable price that will meet the needs of the County and stay in budget.
- Develops, maintains and analyzes warehouse and spare parts inventory.
- Employs computerized database(s) for purchasing, tracking and receiving.
- Prepares technical specifications and oversee product/services bidding process.
- Loads, unloads, stores, and manages distribution of equipment, parts and supplies.
- Coordinates chemical and fuel ordering and delivery.
- Ensures compliance with uniform contract and issuance of uniforms/safety items.
- Maintains a current database of source, price and procure parts and service.
- Maintains control over tool inventory and petty cash fund.
- Analyzes purchase requests for need or wastefulness.
- Verifies and resolves discrepancies in quality and quantity of parts and service received.
- Prepares detailed reports on all aspects of inventory and purchasing.
- Coordinates and schedules shipping of all packages from treatment facility.
- Process quotation summaries and verify fund codes.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires Associate's degree supplemented by six (6) years of experience in supply and inventory control, specialized supply, inventory and fixed assets or any combination of education, experience and training.

Additional Requirements:

Thorough knowledge of the principles and practices of public purchasing; ability to interpret and apply County's procurement policies; knowledge of procurement best practices methods for possible County implementation; ability to work independently; ability to develop, interpret and enforce purchasing contracts; extensive knowledge of inventory control and supply systems; ability to develop computerized reports and maintain computerized inventory of all supplies and fixed assets; extensive knowledge of supply sourcing, pricing and procurement of parts and

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service; ability to establish and maintain good working relationship with coworkers, supervisors, and vendors; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement