

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER - MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Manager-Maintenance, plan, organize, and coordinate the procurement, receipt, and distribution of materials, tools, and equipment for the Maintenance and Operations Department. Prepare and maintain a variety of records, logs, and reports.

ESSENTIAL FUNCTIONS:

Plan, organize, and coordinate the procurement, receipt, and distribution of materials, tools, and equipment for the Maintenance and Operations Department. Assure compliance with applicable laws, codes, rules, and regulations.

Receive and analyze Maintenance project materials lists, determine which vendors to use and send requests for quotes, places orders on open PO's and/or enter purchase requisitions, enter data into inventory control spreadsheet for tracking, and monitor funding levels of open purchase orders.

Develop, implement, and maintain inventory control procedures and continuous improvement practices.

Communicate with freight service companies, contractors, district staff, and requestors to exchange information and verify status of orders. Contact vendors to obtain information such as current pricing, lead times, and availability.

Schedule material delivery times, dates, and locations. Receive and sign for materials, equipment, supplies, and verified services performed. Inspect materials and/or service to determine specifications have been met.

Confer with vendors and requestors regarding delayed shipments, defective or damaged materials, and unacceptable goods or services. Obtain Return Merchandise Authorization (RMA) and arrange for the return or other corrective action as appropriate. Arrange for expedited deliveries as requested.

Manage and maintain an inventory management system. Track inventory and material usage to set minimum and maximum stock quantity levels. Provide feedback to management regarding actual material usage and cost expenditures.

Prepare and maintain a variety of records, logs, and files related to assigned activities. Assist in the preparation of expenditure reports for use in the development of the annual preliminary Maintenance materials budget.

Train employees on basic function of tools and parts, and assigned location in the parts room.

Research and evaluate vendor product samples. Conduct test and witness demonstrations of products to determine quality and compliance with specifications. Confer with end users to review products and establish District standards.

Prepare or assist in the preparation of specifications for competitive bids as requested. Monitor designated contract for materials used in the Maintenance Department such as lamps and ballasts.

Attend and participate in a variety of meetings, workshops, conferences, and trainings to maintain current knowledge of emerging procurement trends and related laws codes, rules, and regulations.

Operate a variety of office equipment including a copier, fax machine, calculator, and a computer terminal with related software.

Operated a propane-powered forklift and drive a vehicle to conduct work.

Operate and maintain pallet jack, man lift, scissor lift and bobcat.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General purchasing and accounting policies, practices and terminology.
- Materials used in performing a wide variety of construction, repair, and maintenance work.
- Applicable laws, codes, rules, and regulations related to assigned activities.
- Local vendors and sources of supply.
- Technical aspect of researching, comparing, and purchasing maintenance supplies, materials, tools, equipment, and services.
- Operation of a computer and related software.
- Mathematical computations.
- Weights and measures.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Writing skills to prepare clear and concise specifications and reports.
- Correct English usage, grammar, spelling, punctuations, and vocabulary.

ABILITY TO:

- Plan, organize, and coordinate the procurement, receipt, and the distribution of materials for the Maintenance and Operations Department.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Research and evaluate sources of supply.
- Evaluate product capability and cost-effectiveness.

Write clear and concise specifications and reports delineating critical differences in requirements.

Expedite delivery of items and reconcile discrepancies in quality and quantity.

Maintain current knowledge of emerging procurement trends and related laws, codes, rules, and regulations.

Maintain records and files and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Communicate effectively both orally and in writing.

Work independently with little direction.

Understand and work within the scope of authority.

Add, subtract, multiply, and divide quickly and accurately.

Maintain consistent, punctual, and regular attendance.

Reach overhead, above the shoulders, and horizontally.

Bend at the waist, kneel, or crouch.

Standing or sitting for extended periods of time.

Climb ladders.

Perform heavy physical labor.

Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Graduation from high school and three years of procurement experience involving the writing of specifications, production planning and scheduling materials use for building maintenance projects, and inventory management.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Forklift certification.

Floor-lift 72 pounds and arm-lift 66 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor / Outdoor / Warehouse environment.

Driving a vehicle to conduct work.

HAZARDS:

Working around and with machinery having moving parts.

BOARD APPROVED: April 3, 2018