



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Utilities Inventory and Purchasing Coordinator

Department: Water and Sewer

Pay Grade: 17

FLSA Status: Non-Exempt

JOB SUMMARY

Responsible for performing a variety of para-professional and coordination activities associated with supporting the activities of utilities operations.

An employee in this class performs a variety of tasks ensuring the efficient operation of the Water and Sewer Department's field operations divisions. Focus of the work is facilitating the operations of, purchasing of, and maintenance of warehouse inventory to insure adequate inventory for new taps and/or repairs. Work is performed under the general direction of the Operations Manager and performance is evaluated on the basis of attainment of specific performance objectives, personal observation, feedback from department managers and employees.

ESSENTIAL JOB FUNCTIONS

- Performs inventory accounting, purchase requisition creation and tracking; processing invoices; procurement card approval and proper budget coding for payment.
- Reconciles water and sewer inventory on a monthly basis; ensures inventory is properly managed and recorded; supervises warehouse staff and ensures the warehouse is maintained properly.
- Coordinates with vendors on inventory needs.
- Orders supplies, materials, uniforms, etc.
- Fills-in, as needed, and assists in other divisions of department.
- Monitor Vendor Pricing, Rebates, Remanufacturing, Contracts, etc.
- Works with Operations Manager to implement policies and procedures.
- Work closely with Finance Dept to reconcile purchasing and sales.
- Recommend obsolete inventory.
- Help with forecasting and purchasing job specific inventory

- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalency; and four (4) years of work-related experience; or an equivalent combination of education and experience.

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Forklift Operators Certification within six (6) months of hire date.

Knowledge, Skills and Abilities:

- Knowledge of water and sewer work order system (Cityworks) and procedures.
- Knowledge of budgeting and accounts payable processes, policies and procedures.
- Knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.
- Knowledge of bookkeeping, accounting terminology, account coding procedures.
- Ability to deal tactfully and courteously with supplies vendors in explaining policies and procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to operate assigned equipment such as forklift, scissor lift and shop truck.
- Ability to develop and maintain effective working relationships with other divisions and departments, the public and employees.
- Ability to communicate effectively in oral and written forms.
- Ability to maintain and prepare accurate records.
- Ability and experience as a change agent to recognize areas of improvement and recommend solutions.

PHYSICAL DEMANDS

Work in this classification is defined as light work requiring the physical exertion of up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Employee performs physical activities such as reaching, walking, standing, lifting, talking, hearing and repetitive motion. Physical activities include reaching, walking, grasping, and feeling. Effective verbal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment but exposure to external environmental conditions is to be expected.

The City of Hendersonville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.