

SOUTH BAYSIDE SYSTEM AUTHORITY
Job Description
April 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Materials Services Supervisor

FLSA: Exempt

SUMMARY

Under general direction, coordinates purchasing, inventory control, asset management, contract administration, warehousing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Provides general supervision over subordinate personnel, including the training and development of support staff; evaluates staff.
- Coordinates physical inventories of the Authority assets, maintains appropriate inventory records through the use of a computerized inventory and asset management system.
- Develops and maintains economic order quantities and reorder points for inventoried equipment, parts, and supplies.
- Reads and analyzes pertinent factors related to stock minimum and maximum levels.
- Reads and understands engineering drawings and specifications.
- Determines material requirements for specific or specialized uses.
- Develops and maintains effective working relationships.
- Supervises storekeeping staff in the performance of commodity, receipt, warehousing, issuing distribution and record keeping functions for a large warehouse facility.
- Maintains current vendor list, maintains files, catalogues, and pamphlets of commodities, supplies, equipment, and services.
- Provides relevant procurement information and recommendations to departments.
- Manages and administers contracts; evaluates vendor and product performance; coordinates procurement of new and/or renewed contracts.
- Oversees the disposal of surplus equipment, vehicles, and scrap materials; arranges for disposal of waste.

- Prepares reports and correspondence; develop procedures.
- Performs a variety of other duties as assigned.
- Routinely uses SBSA's electronic Enterprise Asset Management (EAM) system for purchasing tasks, parts management and asset tracking.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Warehousing principles, procedures and inventory management techniques.
 Purchasing procedures and competitive bidding in a public agency.
 Supervisory methods, principles and practices.
 Wastewater treatment equipment and processes.
 Modern office methods and procedures.
 Best Practices for inventory performance.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, spreadsheet and other related software applications.

Ability to:

Learn, understand and follow South Bayside System Authority policies and procedures.
 Coordinate and schedule work activity for assigned personnel.
 Communicate, in English, effectively verbally and in writing.
 Perform accurate mathematical computations.
 Stay current with related procedures, methods, and legal requirements.
 Prepare reports and correspondence.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.
 Learn and effectively use SBSA's EAM system.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Bachelor's degree with major course work in purchasing, business administration or a related field.
 Two (2) years experience using inventory tracking systems.
 Four (4) years of supervisory experience in purchasing, storekeeping, and/or warehouse operations.
 Four (4) years of supervisory experience in maintenance/mechanical/construction fields with emphasis on equipment/processes related to wastewater/water.

CERTIFICATION AND LICENSING

Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to push or pull carts; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to chemicals, fumes and odors, and works around and with machinery with moving parts. The employee is occasionally exposed to outside weather conditions and uses a vehicle and occasionally works in evenings or on weekends. The employee is occasionally exposed to elements associated with the treatment of domestic, industrial and commercial wastewater. The noise level in the work environment is usually minimal to moderate.