

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Purchasing And Materials Management Assistant
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	8
CS:	Yes
FLSA:	Y
EE04CODE:	SM

NATURE OF WORK:

This position provides assistance in supplying equipment and materials to various City departments. Drives City vehicles to pick up parts, supplies and equipment; places orders; accepts shipments, unloads, unpacks and stocks inventory; performs physical inventories and counts; dispenses, loads and delivers supplies and materials to City staff. May provide clerical support to the unit as workload demands. May provide routine purchasing assistance to the Senior Buyers during vacation coverage, or as otherwise needed. This position uses material handling equipment such as forklifts, pallet trucks and carts to perform duties, and uses a computerized record keeping system to perform data entry.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Warehouse Worker/Partsroom Worker classification by the greater portion of time spent delivering parts, supplies and equipment (approximately 50% of the time).

SUPERVISORY RELATIONSHIPS:

Reports to the Warehouse/Partsroom Supervisor or the Purchasing Superintendent or other designee, as assignments warrant. Works under applicable City regulations, policies and guidelines.

ESSENTIAL FUNCTIONS:

1. Drives City vehicles to make pick-ups and deliveries.
2. Performs physical inventories and cycle counts.
3. Unloads, unpacks, moves, stocks and receives material and equipment for Warehouse/Partsroom inventory.
4. Cleans and picks up Warehouse/Partsroom area to ensure a safe and organized work environment is maintained.

5. Orders and receives incoming supplies. Notes damage or discrepancies and takes appropriate corrective action. Verifies accuracy of orders against supporting documentation.
6. Prepares material and documentation for shipment and/or return of goods. Routes supporting documentation to appropriate destination.
7. Performs clerical duties on a computerized record keeping system to order, receive, store, issue and stock; maintains accurate and detailed records; and performs data entry, manipulation and retrieval of data.
8. Unloads, unpacks, moves and loads materials and equipment. Loads and moves surplus equipment, furniture, and other property to auctioneer.
9. Selects and issues supplies on approved requisitions; receives material requisitions for items; clarifies request if necessary; gathers items from stock; verifies description, and issues material and equipment.
10. Takes orders, clarifies and researches orders, obtains price quotes, places orders with vendors or refers orders or materials requisition to Senior Buyer for completion.
11. Maintains accurate inventory by the use of computerized records checks, physical inventories, and cycle counts. Maintains security of Warehouse and inventories.

ADDITIONAL WORK PERFORMED:

1. May provide routine purchasing assistance to Senior Buyers during vacation coverage, or as otherwise needed.
2. Provides assistance to supervisor in completion of year-end process.
3. Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of basic mathematical functions such as addition, subtraction, multiplication, division and computation of percentages.
- Working knowledge of computer applications used for inventory and record keeping.
- Working knowledge of equipment, materials, parts and supplies and related terminology as required.
- Ability to operate material handling equipment safely and efficiently.
- Good communication skills with the use of courtesy and tact to establish and maintain effective working relationships with employees, vendors, City departments and the general public.
- Physical ability to perform the manual labor involved in packing, unpacking, unloading and lifting and moving of stock items to and from assigned locations. Frequent moving and lifting of equipment weighing up to 50 lbs. utilizing proper body mechanics or mechanical assistance and up to 100 lbs. occasionally with mechanical assistance or assistance from other employees.

- Ability to work independently, quickly, and accurately and to accomplish a high volume of work in an atmosphere of frequent disruptions.
- Willingness to work varied shifts including evenings and weekends as assigned.
- Willingness to be on call for emergencies as needed.

WORKING ENVIRONMENT:

Work is performed in a warehouse and office setting. Lifts, moves and carries a variety of materials in receiving and stocking orders, up to approximately 50 lbs. on a regular basis and 100 lbs. on an occasional basis. Equipment and materials in excess of 50 lbs. are moved or lifted with assistance. Works on ladders; operates a forklift, pallet truck and hand trucks in the performance of duties. Also drives City vehicles to pick up and deliver items to work sites. Works at a computer workstation to enter data, using a keyboard and monitor. Operates all common office machines (photocopier, typewriter, etc.) Works outside in all types of weather conditions to make deliveries and to load and unload vehicles and freight shipments.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one (1) year experience in warehousing, shipping, receiving, inventory control and record-keeping required.
- Minimum one (1) year experience using word processing, spreadsheet applications and computerized inventory system required.
- Experience operating a forklift desired.
- Any combination of training and experience that provides the applicant with the knowledge, skills and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver’s license and good driving record. Candidates must submit a three year driving abstract prior to hire.
- Must pass a job related physical capacities evaluation prior to hire.
- Must obtain a forklift operator card within thirty (30) days of hire.

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 4/01

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