Position Title:	Maintenance Procurement Specialist		
Reports To:	Support Services Director		
Department:	Plant Maintenance	**Job Code:**	3231-00E
Prepared By/Date:	Pilar Rodriguez/05-2007	**Job Group:**	PENC
Approved By/Date:	Prospero Herrera/05-2007	**Salary Grade:**	12
Revised:	Jennifer C. Brito/05-07-2009	**FLSA Status:**	Exempt

Summary:

The Maintenance Procurement Specialist assists the professional staff with procurement related functions, solicit quotes from vendors, resolve problems related to deliveries and invoice payments, coordinate inter-campus mail and material deliveries to all campuses as well as clerical tasks within the department.

Essential Duties and Responsibilities:

- Procures and purchase materials, parts, supplies, and other commodities for the maintenance zones and the district maintenance office.
- Processes shipping and receiving orders for merchandise including, but not limited to: materials, parts, supplies, and other commodities to be used in the maintenance of equipment, systems, and facilities.
- Monitors delivery route timeframes and makes adjustments as needed.
- Coordinates the daily preparation and dispatch of the College-wide interoffice mail.
- Coordinates mail-related tasks and special deliveries of high priority items, such as open enrollment packages and other highly sensitive and dated material.
- Makes adjustments in established routes to meet the special needs of the College.
- Prepares monthly reports of transactions handled by the department.
- Maintains and updates the inventory control database using the current computerized maintenance management system (TMA).
- Files completed purchase orders, processed internal requisitions for materials in the warehouses, delivery receipts, open accounts purchases, credit card reconciliation, and maintains the catalog of parts and supplies currently in use by the maintenance department.
- Performs inventory control activities on all of the maintenance supplies and parts stored in the maintenance warehouses.
- Maintains the effective inventory level, replenishes items found short.
- Develops procedures to provide effective service and have in readiness for utilization all the equipment assigned to the central stores.
- Ensures that the automotive equipment operators handling deliveries and mail report on a daily basis any operational discrepancy in the vehicles assigned to them.
- Maintains close coordination with departmental staff members to preclude conflict in use of vehicles and equipment assigned to the central stores.
- Rearrange drivers' schedules.
- Responsible for disciplinary action and counseling procedures when needed.
- Oversees a Budget of over $1 million and supervises a staff of 6 employees.

Knowledge, Skills and Abilities:

- Excellent organization skills and ability to organize and coordinate the workload for various College departments.

- Ability to maintain complex records and assemble data.
- Establishes and maintains effective relations with College employees, vendors and the general public.
- Skills in typing statistical tabulations accurately.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, agencies of state government and College personnel at all administrative levels.
- Ability to express ideas clearly concisely, verbally and in writing to groups and individuals.
- Ability to operate pallet jacks, hand trucks, vans, computer, printer and fax.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

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 and reach with hands and arms, stand and walk, use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:
This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma, three (3) years technical and/or advanced clerical experience in the purchase of materials, equipment, and supplies, including some experience with a computer based purchasing system.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

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Signature Date

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Printed Name