

**City of Pendleton**

**Job Description**

**Purchasing Agent 2**

|  |  |
| --- | --- |
| **Department**:  Public Works | **FLSA**:  Non-exempt |
| **Reports to**:  Public Works Superintendent | **Representation**:  SEIU |
| **Pay Range**:  Range 22 | **Date**:  April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Serves as office manager for the Public Works Department; coordinates all purchases of materials, equipment, and supplies at the Public Works Shop and related facilities; maintains all inventory, mechanic and fuel records; answers office phone; coordinates complaint responses and other requests for action; does related work as assigned; acts in limited supervisory role in the absence of the Superintendents.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Purchasing: Investigates, analyzes, prepares, and processes purchase requisitions for materials and supplies proposed to be purchased; confers with various vendors and uses Internet based searches to aid in finding product(s); evaluates available choices and makes final selections based on knowledge of job requirements. Reviews new products with sales representatives. Determines method of procurement such as direct purchase or bid; prepares purchase orders or bid requests.

2. Budgeting: Assists with budget records for C&R, Sewer, Streets, and Water Divisions of Public Works Department by tracking expenditures; alerts supervisors of any possible budget overspending of specific line items. Keeps records of department expenditures and reviews Finance Department records for accuracy. Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance.

3. Records Management/Inventory: Assists with processing all paper work associated with the Public Works Shop such as fleet maintenance records, inventory, fuel records, maintenance records for vehicles belonging to other departments serviced in the shop, mechanical records on all department equipment. Maintains overall inventory records for all equipment and materials located at Public Works Shop facilities; maintains adequate inventory of materials and supplies for construction and maintenance purposes. Receives, sorts and distributes incoming mail for the department. Determines appropriate course of action for defective or unacceptable products or services and takes corrective action as needed with quality control or other vendor personnel. Prepares correspondence such as letters to accompany return of faulty equipment or parts. Prepares invoices to other departments for mechanic/shop charges.

4. Locates/Public Notices (Alertsense): Assists PW crew by requesting utility locates. Also notifies the public of street closures, utility outages or other service interruptions through use of a computerized-telephonic program, door hangers, or telephone calls to individual residents.

5. Customer Service: Responds to complaints relating to public works projects; assists with investigating the complaint or routing it to the appropriate department or staff.

6. Supervision: Acts as the lead worker for the division in the absence of the Public Works Superintendent and/or Water Superintendent. Responsibilities would include responding to questions, issues or problems, reviewing work assignments with crew, providing direction to the crew.

7. Equipment/Materials Procurement: Will write specifications and develop bid documents for purchase of equipment and other materials need in Public Works Projects. Reviews plans developed by Public Works staff to assure an accurate parts list. Requires knowledge of water, sewer and storm drain, and street construction practices.

1. Surplus Property: Administers the disposal of all Public Works surplus property, including equipment, scrap iron, and other materials.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. May serve as a member of various committees.

2. Conducts monthly fire extinguisher checks.

3. Attends trainings and meetings as required.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

This position is distinguished from the PW Purchasing Agent by the addition of lead worker responsibilities and responsibility for reviewing plans to assure an accurate parts list. The Purchasing Agent will not write specifications or develop bid documents for purchase of equipment and other materials need in Public Works Projects.

**JOB SPECIFICATIONS:**

1. **Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) is required,

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe Experience: Three (3) years of work experience in construction, operation and maintenance of municipal water, sewer and street systems, preferably to include at least one (1) year of responsibility for requisition and purchasing of parts, supplies or equipment. Experience in an automated office setting and excellent interpersonal skills required.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:** *(Note any specific knowledge, skills or abilities needed for this position.)*

a) Knowledge of the principles and practices of construction, operation and maintenance of municipal water, sewer, storm, and street systems.

1. Knowledge of rules and regulations governing public works activities particularly as they relate to purchasing requirements.
2. Ability to read and understand plans and specifications covering a wide variety of construction and maintenance assignments.
3. Ability to communicate effectively, both verbally and in writing, in English, with co-workers and the general public face-to-face and when answering the phone.
4. Ability to deal professionally and satisfactorily with complaints, requests and suggestions made by the general public and others.

f) Knowledge of general bookkeeping requirements and general understanding of automated record keeping, inventory control process, and budgeting.

g) Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, and other applications related to operation and maintenance activities for the department.

h) Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.

i) Knowledge of safety standards, practices and procedures applicable to area of assignment.

j) Ability to read and write bid specifications, drawings and plans.

k) Ability to understand, analyze and interpret technical specifications.

l) Ability to work independently in the absence of direct supervision.

m) Ability to maintain regular and predictable attendance to serve customers/interact with (specify: co-workers/supervisor/patrons/clients, etc.), attend meetings, training, etc., or other face-to-face job requirements.

n) Ability to establish and maintain effective working relationships.

o) Ability to work as a team member.

p) Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.

q) Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.

r) Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.

b)  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c)  Must possess at time of hire, or obtain within one (1) year, qualifications to operate a forklift.

4. **Tools and Equipment Used:** *(List specialized tools or equipment needed to perform tasks.)*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV and forklift.

5. **Supervision:**

1. This position supervises other staff.
2. This position does provide lead worker direction to assigned staff on selected projects. Additionally, in the absence of the Public Works Superintendent and Water Superintendent, position may provide general direction and supervision of Public Works crew.
3. This position reports to the Public Works Superintendent and Water Superintendent. Supervision received is (choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

Primarily with other City staff, vendors and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** *(Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **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.)*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
4. Strength Rating (see attached definitions) is: Heavy.

e) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard.)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment:  **5%**

Exposure to toxic elements/hazardous chemicals:  **5%**

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.):  **1%**

Exposure to weather or temperature extremes:  **1%**

Isolation:  **0-95%**

Exposure to light or noise extremes:  **5%**

Regular travel outside the City  **less than 1%**

Risk of injury **while lifting-2%; falling debris-2%; loud noise-10%**

Significant physical exertion required to **move heavy objects: 2%**

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f) General hours of work are 8:00 a.m. – 4:30 p.m. Monday – Friday. Variations include: *(Check all that apply.)*

Frequent or regular overtime

Subject to emergency call-out

Split or night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: February 2011

Adopted: N/A

Revised: April 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.