



City of Klamath Falls

Position Description

Position: Water Warehouse Coordinator	Group: AFSCME
Department/Div.: Public Works/Water Distribution	FLSA: Non-Exempt/Represented
Evaluated by: Water Distribution Manager	Salary Grade: 114

Summary

Under the direct supervision of the Water Distribution Manager and/or Water Distribution Supervisor, this position performs a variety of tasks for the Water Division. These tasks include but are not limited to inventory procurement and control; coordination of vehicle and equipment maintenance activities; maintaining various work and parts logs; clerical and data processing support. The position may have concurrent responsibilities as a member of the Water Distribution staff when not executing the primary job functions of Water Warehouse Coordinator. The person in this position must demonstrate a high degree of responsibility and accomplish assigned tasks independently with minimal supervision. This position may entail some shift work, weekends, or holidays as assigned. This is a non-supervisory position.

Distinguishing Career Features

The Water Warehouse Coordinator performs duties that may require compliance with several federal, state, and/or local mandates. Advancement to this position requires knowledge and experience with maintaining inventory management and processes within a software system. This includes material, supplies and equipment procurement activities.

Essential Duties and Responsibilities

- Maintain the Division parts and materials inventory including procurement, shipping and receiving, warehousing and computerized accounting.
- Input and maintain several divisions’ (Water, Wastewater, Utility Billing and Maintenance) work orders and invoices for various items including inventory, materials, and supplies.
- Coordinate procurement of various types of equipment, tools, supplies, and services.
- Evaluate PPE and other safety materials/supplies with supervisors and crew to ensure proper safety items are provided.
- Under direction of the Water Distribution Manager and/or Water Distribution Supervisor, manage the division’s vehicle and equipment maintenance program including scheduling and coordination of maintenance and repairs.
- Perform various routine tasks in day-to-day support of the Division’s computerized work order management system.
- Operate a wide variety of vehicles and equipment including hand trucks, roll-carts and

forklifts for materials and supplies handling. Also, deliver construction vehicles and equipment to and from work sites; and as required for vehicle maintenance and repair activities.

- Perform a variety of record keeping and filing activities including paper filing of reports and other records; and computerized data base file maintenance.
- Responsible for the general appearance/organizing of the parts room, warehouse frontage as well as the north and south yard storage areas.
- Request competitive price quotes for inventory and tool items.
- Respond to operational staff questions and instructions with respect to the Division's system control software and hardware.
- Assist field crews during emergency situations, including traffic control, parts procurement and delivery and miscellaneous job site activities.
- Respond to requests from customers (including City personnel).
- Responsible for cross training employee(s) on inventory and work order management system.
- Coordinate and/or assist in the administration of the division's facility safety and maintenance programs to include maintaining a current Safety Data Sheet file.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of applicable federal, state, and/or local regulations and skills to perform the duties while maintaining compliance of all applicable mandates. Requires knowledge of City Codes, resolutions, and policies. Requires skills to safely operate tools and equipment utilized while performing Water Warehouse Coordinator duties. Requires knowledge of occupational hazards and safe work methods. Requires sufficient language and writing skills to prepare detailed technical documentation. Requires sufficient math skills to verify and reconcile invoices including applying unit costs to ordered quantity. Requires knowledge and skills to work with computer systems and applicable software programs. Requires sufficient human relations skill to professionally convey technical concepts to customers, vendors, employees and other organizations. Requires excellent human relations skill to maintain harmony in a work setting and deal with customers in a way that reflects positively on the City.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires ability to demonstrate a high degree of responsibility and accomplish assigned tasks independently with minimal supervision. Requires ability to follow written and oral instructions. Ability to perform basic arithmetic and algebraic computations. Requires ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Requires the ability to use of tools, power equipment, and specialized process-related equipment. Requires the ability to employ safe work habits. Requires the ability to work varying shifts.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move, push, pull, guide) light to medium weights of up to 50 pounds on an intermittent basis and push, pull, or guide up to 100 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires sufficient hand eye coordination to recognize numbers, letters, and words. Requires sufficient strength to retrieve work materials from eye-level shelves and drawers. Requires the ability to use a typewriter style computer keyboard and 10-key for advanced data entry. Requires the ability to work on varying work shifts and in disagreeable work conditions that have chemical exposure risks. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

- **Education and Experience**

The position requires a High School diploma or General Equivalency Degree (GED) and six (6) months experience working with material, supplies and equipment procurement activities. Six (6) months experience with inventory management software and processes.

Desired: Experience with Microsoft Office Excel; a work order management program; and/or a materials management program.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon driver's license at time of appointment. Within six (6) months of hire date, obtain and maintain Oregon OSHA approved Traffic Control Flagger and Forklift certifications.

- **Working Conditions**

Work is primarily performed in a well-lighted, temperature-controlled office environment. Work is regularly performed outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, and exposure to wet and/or humid conditions and temperature, odor, and noise extremes.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.