



respect - Communication - Integrity - Teamwork - family

WATER WAREHOUSE COORDINATOR

DEPARTMENT/DIVISION: Public Works/Water/Geothermal

GRADE: 6

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under the direct supervision of the Superintendent, this position performs a variety of tasks for the Water/Geothermal Division including inventory procurement and control; coordination of vehicle and equipment maintenance activities; maintaining various work and parts logs, clerical and data processing support, and administration of the Division's water conservation and youth education programs.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Maintain the Division parts and materials inventory including procurement, shipping and receiving, warehousing and computerized accounting.

Input other Departments (UB, Maintenance, WW) Work orders and invoices of inventory, materials and supplies.

Coordinates procurement of all types of equipment, tools and supplies.

Track and schedule trainings for the Division that are required by the City and OSHA.

Evaluate PPE and other safety materials/supplies with supervisors and crew to insure proper safety items are provided.

Administer the Division's vehicle safety inspections and the vehicle and equipment maintenance program including scheduling and coordination of maintenance/repair activities.

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.

Request competitive price quotes for inventory and tool items.

Set up & maintain calendars to track essential employee's time away, stand-by time and holidays.

Administer and coordinate the Division's facility safety and maintenance programs and maintain the Material Safety Data Sheet file.

Complete various public service activities related to the Division's water conservation agenda and operations and maintenance public notification plans.

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.

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

High school education or GED equivalent and six months of experience working with material, supplies and equipment procurement activities. Inventory management software and processes.

Desired:

Experience with the following software packages – Microsoft Office; Excel Spreadsheet; a work order management program; and a materials management program.

LICENSE/CERTIFICATIONS

Possession of (within six months of hire) a valid Oregon OSHA approved Forklift Operators Certification.

Possession of (within six months of hire) a valid Oregon OSHA approved Traffic Flagging Certification

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic math skills consistent with checking invoices and applying unit costs to ordered quantity. Have understanding of basic tools, materials, components and equipment commonly used in the operation of a utility and the related function of utility systems and records management.

Skill in:

Basic use of computers including word processing, storing and retrieving data on server systems. Ability to speak effectively to customers, vendors or employees of other organizations.

Ability to:

Ability to follow written and oral instructions. The ability to perform basic arithmetic and algebraic computations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

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 the job.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the 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 qualified individuals with disabilities to perform the essential functions.

The duties of this position are primarily performed in a well lighted, temperature controlled office environment, with occasional field work in varying weather conditions.

The noise level in the work environment ranges from moderate to noisy depending on the location of work.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

