



FACILITIES SUPPLIES SPECIALIST

Department: Facilities Management

Job Class: 865200

Pay Range: Maintenance/Trades 06

FLSA: Non-Exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all of the duties performed within the job.

GENERAL FUNCTION: Employees in this class are responsible for the procurement, storage, issuance and accounting/record keeping of facilities maintenance equipment, materials, parts and supplies for the department.

ESSENTIAL FUNCTIONS:

- Requisition tools, supplies, replacement parts and equipment by listing parts numbers, description, quantity and estimated cost.
- Research vendors' product quality and price in order to assist personnel in determining the most cost effective products.
- As authorized, write field purchase orders and locate parts and supplies to be purchased.
- Participate in the inspection of all incoming shipments against invoices, purchase orders, and specifications; ensures accuracy of shipments and certifies receipt; logs items received on appropriate inventory control documents and in computerized supply system.
- Maintain proper inventory levels as established by the maintenance supervisors. May assist in the establishment of optimum inventory levels.
- Maintains main supply areas for various storage and issue areas in the County. This includes maintaining orderliness of areas, and ensuring proper storing techniques and controls.
- Fill shop orders over the counter and orders by shipment.
- Maintain records related to inventory; complete reports to ensure supplies are properly requisitioned and stocked; audit for accuracy of manual and electronically stored inventory data; review monthly reports for accuracy.
- As authorized, secure bids on items not covered by current contracts and for special items such as pumps, motors, electrical supplies; locates suppliers and secures bids for special purchases; recommends the awarding of a bid or contract.
- Meet with sales people and representatives of supply vendors; recommends the purchase of their goods within the County's purchasing guidelines.
- Assist with training maintenance personnel on purchasing and inventory processes. May schedule work and provide guidance and direction, as authorized.
- Operate trucks and equipment such as forklift, pallet jacks, hand trucks and overhead crane to move and store inventory.
- Make routine scheduled, urgent and emergency parts and supply runs to vendors to meet the needs of the work load. Whenever possible, take advantage of vendor's warehouse-to-shop next day and free shipping incentives to reduce trips for parts and supplies. Arrange parts and supply drop offs and shipments from vendors to reduce need for parts and supply runs by division personnel.

OTHER JOB FUNCTIONS

- May obtain requested parts and equipment from outside vendors for delivery to the requesting shop.
- Maintain orderliness and appearance of the parts storage area.
- May perform minor repairs to tools and related equipment.
- May perform incidental minor facility maintenance tasks and duties.
- Perform other duties as assigned.

FACILITIES SUPPLIES SPECIALIST
Classification Description - Pierce County
Page 2

SUPERVISION RECEIVED AND EXERCISED: Direct supervision by a Facilities Maintenance Supervisor 2, with the Facilities Foreman also providing daily direction and reviewing work either in progress or upon completion.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed primarily in a shop or office environment on a daily basis. Work may require travel to pick up or deliver parts through out the County.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. The physical activities include the use of finger dexterity to use and operate a personal computer and related office equipment. Read and interpret proper usage and storage of parts and equipment. Lift and carry up to 50 pounds or more on a routine basis. Drive to various work sites or shop locations. Use and operation of a fork lift, hand trucks, and pallet jacks are required. The incumbent may be exposed to loud noises while working in a shop area or from construction equipment and vehicles on job sites.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Supply records and storage methods.
- Automated inventory procedures and techniques.
- Parts catalogues and numbering systems.
- Purchasing and inventory principles and practices.
- Facilities maintenance and construction materials, supplies and parts.
- Internet search tools.

Skill in:

- Use and operation of a personal computer and an automated purchasing/inventory system.
- Scanning and faxing documents.
- Use of email suite such as Microsoft (MS) Outlook and basic level of MS Word and intermediate level MS Excel.
- Interviewing facility personnel to understand equipment and supply needs and communicate marketplace and vendor offerings.

Ability to:

- Use independent judgment.
- Prepare and maintain routine supply records.
- Make simple math computations.
- Follow written and verbal instructions.
- Clearly communicate technical equipment and facility materials information.
- Operate equipment such as trucks, forklifts and cranes.
- Use a computerized parts inventory program.

FACILITIES SUPPLIES SPECIALIST
Classification Description - Pierce County
Page 3

Ability to: (Continued)

- Learn and apply County requisitioning and purchasing requirements and procedures.
- Meet required time schedules to pick up and deliver parts at a variety of locations.
- Lift, carry, or move parts or equipment weighing 50 pounds or more.
- Maintain regular, predictable, and punctual attendance during regular scheduled work hours at assigned site.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: Two or more years of experience as a parts or supplies clerk in a large organization such as city government, university, public works or factory; construction materials or parts supplier warehouse worker, or closely related field. Satisfactory physical condition, as evidenced by a county-approved physical examination, may be required prior to appointment.

SPECIAL REQUIREMENTS: Must possess a valid driver's license.