

MATERIALS TECHNICIAN

DEFINITION

To perform a variety of responsible duties related to the procurement and inventory of supplies, parts and materials necessary for the maintenance and operation of Environmental Utilities infrastructure; to track expenses; and to forecast parts and inventory levels.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Preventative Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review and research operations and maintenance manuals, mechanical and electrical drawings, and vendor and manufacturer websites to procure replacement parts for plant process equipment.

Solicit price quotes from vendors; negotiate price, quantity and delivery terms, ensuring department receives the best quality and price.

Participate in maintenance planning meetings to determine equipment maintenance, repair and procurement priorities.

Receive, inspect, store and deliver materials; maintain efficiency of warehouse.

Generate purchase requisitions and reconcile packing slips; maintain accurate records using automated systems.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Mechanical, electrical and instrumentation components commonly found in an environmental utility or industrial facility operation.

Principles and practices of modern warehouse activities including the receipt, inspection, documentation and issuance of supplies and materials.

Modern warehouse and inventory control practices.

Basic accounting and record-keeping practices.

Equipment, tools and materials used in the operation of a warehouse.

Modern office equipment and procedures commonly used in warehouse and inventory activities including use of word processing, database, and spreadsheet applications.

Ability to:

Research and procure a variety of supplies, parts and materials associated with the operation and maintenance of environmental utility systems.

On a continuous basis, know and understand warehouse and inventory functions and observe safety rules. Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while receiving, storing and shipping materials and supplies; perform simple and power grasping; pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Understand, interpret and apply warehouse and procurement policies and procedures.

Use a variety of personal computer software, including word processing, spreadsheet, and inventory management applications.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

Two years of experience in the water treatment, wastewater collection and treatment and/or water distribution industry OR two years of experience in procurement, receiving, storing, and issuing materials, equipment, and other items in an industrial facility.

AND

Training:

Equivalent to completion of the twelfth grade, supplemented by college coursework.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

05-07-13

08-25-12

01-06-07 Materials Technician