



Job Title: **Buyer/Warehouse Transportation**

Department: **Transportation**

Supervisor: **Director of Purchasing/Transportation**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 13**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation, the Buyer/Warehouse Transportation assists in the management of the Transportation Department's parts and supplies workers and coordinates inventory and services for shop mechanics. Incumbent purchases automotive, truck and bus parts and supplies. Incumbent monitors competitive and alternative supply sources, within guidelines. Incumbent monitors parts budget and assists in budget preparation. Incumbent prepares and maintains inventory reports for the District and State and maintains and secures all vehicle license, registration, inspection, emission, warranty and related paper work. The incumbent will also oversee the fleet fueling program for Canyons School District.

ESSENTIAL FUNCTIONS

- Assists in the supervision of and participates in the selection, retention, and assigning work to parts department staff.
- Monitors competitive and alternative supply sources.
- Entry and follow-through of building maintenance and repair orders.
- Checks product quality, availability and pricing, within guidelines.
- Purchases and receives merchandise from vendors.
- Checks accuracy of shipments and paperwork (e.g. invoices and requisitions).
- Coordinates the delivery or pick-up of items from vendors.
- Completes and processes requisitions and purchase orders for items received and delivered.
- Recommends and implements approved warehouse procedures.
- Instructs agencies and vendors in District buying and payment practices.
- Obtains from vendors new parts to make up shortages and replacement of damaged parts and incorrect shipments.
- Monitors warranties.
- Assures that invoices are paid promptly to receive trade discounts.
- Monitors merchandise flow to assist maintaining a prudent inventory.
- Expedites purchases of parts not contained in inventory.
- Performs physical inventory and maintains proper inventory records.
- Prepares and maintains various vehicle reports for the District and State (e.g. mileage, labor, parts and fuel costs).
- Assists with warehouse surplus.
- Maintains files on all District vehicles (e.g. warranties, license, registration, title, inspections and emissions).
- Attends coordination meetings as needed.
- May operate a forklift.

- Assists director with scheduling work, monitoring and evaluating personnel.
- Reports new products to shop foreman.
- Assists with delivery of fuel and will calls.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must complete at least one year training in purchasing and inventory management or equivalent.
- Require three years job related work experience with demonstrated competence.
- Must demonstrate competence in reading and writing.
- Requires mathematic ability to calculate and compare prices and create some statistical data.
- Requires good computer skills (e.g. word processing, spreadsheets, File-maker Pro).
- Requires working knowledge of Skyward system and Sprocket Q-Call system.
- Requires good interpersonal skills. Interacts with vendors, mechanics, purchasing personnel and accounting personnel. Contacts other districts and schools.
- Requires knowledge of purchasing procedures, significant vendors and of fleet parts.
- Requires ability to monitor adequate inventory levels.
- Must understand budgeting, both development and monitoring.
- Requires warehousing skills in organizing stock for quick and efficient availability to serve shop needs.
- Must understand and monitor the initiation, processing and filing of warehouse paper work.
- Requires ability to supervise warehouse personnel, inventory clerk and custodial help.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computer and other standard office equipment.
- Forklift and other warehouse equipment.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Job involves some physical exertion (e.g. bending, climbing, and moving) and lifting items, not over 100 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020