

ADDITIONAL JOB FUNCTIONS (continued):

- Evaluate, recommend and implement improvements in the Materials Department operating procedures.
- Prepare material and equipment cost comparisons for other departments when needed for budget preparation and project evaluation.
- Provide current specifications, when needed, for products used by the District
- Participate in District Standards Committee Meetings.
- Other duties as assigned.

JOB STANDARDS:

Skills, Knowledge, and Abilities:

- Must develop a thorough knowledge of District policies and procedures and State of Washington laws as they pertain to the District's procurement processes.
- Must have knowledge of electric utility line materials; broadband materials and equipment; and water/wastewater materials and equipment including their specifications and sources of supply.
- Must develop a knowledge of District facility maintenance requirements and repair resources.
- Must develop a thorough knowledge of Federal, State, County, and Local agencies laws, requirements, and procedures for handling, record keeping and disposal of hazardous materials and waste.
- Must develop knowledge of the material and equipment needs of all departments.
- Must have the ability to supervise effectively, plan and organize work schedules, make sound decisions, develop solutions to situations, and train others.
- Must have leadership ability to enable and empower employees to accomplish the District's goals and strategic objectives through individual and team performance.
- Must have the ability to understand, follow, and communicate accurate, clear and concise written and verbal information and instructions.
- Must have math, reading, and writing skills required for the job.
- Must have a working knowledge of the operation of a computer workstation.
- Must develop a thorough knowledge of District accident prevention procedures and tools and applicable governmental regulations.
- Must develop knowledge of the budget and accounting processes as they apply to all of the District's departments.
- Must become familiar with the operation of all departments and how they collectively facilitate the achievement of the District's goals and strategic objectives.

Experience and Training:

- Extensive public utility-related procurement experience, including purchasing, materials and supplies, performing warehouse inventories, maintaining and monitoring stock levels, and use of computerized materials management systems required.
- Associate or bachelor degree in a related field (accounting, business or economics) or certification as Purchasing Manager preferred.
- Supervisory training and experience required.
- Experience with NISC applications preferred
- Experience with personal computer office applications and tools preferred
- Experience utilizing state purchasing contracts preferred.
- Experience and training in Internet applications preferred.

Experience and Training (continue):

- Experience dealing with hazardous materials and waste; including handling, record keeping, and disposal preferred.
- Experience in commercial facility maintenance and repair preferred.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record.
Employees moving from out of state must obtain a Washington State Driver License in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will generally be performed in an indoor office or warehouse environment. There will be occasional outdoor work in moderate weather.
- The job functions require traversing areas while negotiating obstacles where footing may be poor and the ground uneven.
- The job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- Job functions will require work on ladders, structures, and equipment.
- May encounter the need to work with hazardous materials.
- Must have the ability to drive for extended periods of time in adverse weather and road conditions day or night.

PHYSICAL REQUIREMENTS:

- The work requires the ability to answer questions and communicate with coworkers, customers, and others in person, on telephones, and e-mail.
- Work activities involve combinations of walking, pushing, pulling, climbing, sitting for extended periods, and lifting and carrying.
- The work may require performance of heavy manual labor, lifting and carrying up to 50 pounds, climbing ladders, and working with equipment at elevated positions in critical situations.

EQUIPMENT AND VEHICLES:

- The job requires use of computers, printers, telephones, copying machines, calculators, and other general office equipment.
- The job requires driving District vehicles such as automobiles and light-duty trucks.
- Future work practices may necessitate the use of different equipment, vehicles, and tools.