



Support Services Specialist II

Department/Division:	Purchasing
Reports To:	Support Services Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, performs a full range of purchasing, inventory, fleet management and related duties including water services and business activities; exercising judgment and initiative; inputs and tracks requisitions, purchase orders, maintains data and documents, coordinates vendor representatives, and performs warehouse/inventory control activities; performs fleet and rolling equipment management activities including purchasing, maintenance, regulatory compliance and salvage; manages fuel storage and dispensing facilities; provides a variety of information to other agencies, District staff, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Support Services classification series, which is responsible for performing a full range of purchasing, inventory, fleet management and related duties. The Support Services Specialist II is distinguished from the Support Specialist I in the management of fleet, fuel storage and dispensing facilities.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Provide courteous and expeditious customer service to the general public and District staff;
- Performs journey level day-to-day operations of the District's purchasing and inventory functions; tracks progression of documentation through appropriate authorization channels.
- Managing the District's fleet including, scheduling maintenance and repairs, working with external vendors and repair facilities, registering and coordinating smog inspections.
- Maintaining the District's above ground fuel storage facilities including scheduling orders, coordinating repairs, and conducting necessary inspections and reporting required by state and federal agencies.
- Plan, organize, review and evaluate the District's centralized inventory room, maintains a comprehensive computer-based inventory system to generate reports and determine low stock parts and materials, create a RFQ for and maintaining a professional

relationship with vendors, create orders in the system which will be used to process purchase orders;

- Receiving material and verifying quantity and correctness, maintains inventory disbursement records, perform inventory counts throughout fiscal year, and Input received meter number into system for billing records;
- Completes purchasing transaction for a variety of materials, supplies, services, and equipment for District departments in accordance with District Standards and policies;
- Receives electronic requisitions submitted from end users, verifying supporting documents and general ledger budget, ensures purchase orders are created and distributed to departments and vendors, track purchase orders to completion; processes invoices with coded stamp and signatures, scans to accounting for payment.
- Assist with budgeting for General Operations accounts in regard to blank orders.
- Assists in assigning, organizing, and supervising assigned contractors that engage in the modification, maintenance, and repair of District building and facilities, investigate, troubleshoot, or repair minor facility issues;
- Manage, plan, and organize fleet and rolling equipment activities including purchasing, maintenance, regulatory compliance, and salvage, perform minor vehicle repairs, communicate with fleet service for towing or to approve services at vehicle shop, report on fuel consumption, total vehicle repairs or mileage, stage and fuel vehicles in emergency generators during power outages.
- Assists with the update and maintenance of purchasing policies and procedures.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- The operations and maintenance of water treatment plants or water distribution systems and the related principles and practices of asset management systems;
- Regulatory compliance and best management practices for water systems operations and maintenance;
- Purchasing and warehousing/storekeeping practices and procedures;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases as well as specialized software designed to facilitate tracking of purchase orders, inventory, and equipment status for good repair;
- Principles and practices of research, analysis, letter and report preparation;
- Principles and procedures of record keeping;
- Principles and practices used to establish and maintain files and information retrieval systems; customer service techniques, practices, and principles;
- Fleet and rolling equipment management activities including purchasing, maintenance, regulatory compliance and salvage.

Ability to:

- Proficiently apply knowledge of water systems operations and maintenance to efficiently and effectively prepare specifications for bids and evaluate bids for supplies, materials, equipment and services and properly maintain inventories and on-call contracts.
- Understand and comply with regulatory requirements and best management practices; perform a full range of specialized clerical and routine technical, administrative, financial

and programmatic work of a general or specialized nature involving the use of independent judgment and personal initiative.

- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Proficiently operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Operate a variety of warehouse equipment including pallet jack, hand truck, forklift and other material handling devices in a safe and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.

Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: A high school diploma or satisfactory equivalent. Coursework in Business, Economics or purchasing from an accredited four-year college or university and specialized purchasing training is highly desirable.

And

Experience: Three (3) years of operations and/or maintenance experience in water and/or systems practicing executing the principles and practices of purchasing, inventory control, fleet management or storekeeping duties in a water utility.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

Forklift Certification is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Office and warehouse environment; some exposure to variable temperatures in the warehouse; occasionally works at heights on a ladder.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient

to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction.

Incumbents must be able to follow oral and written instructions; complete assigned tasks within deadlines; and interact with co-workers, management, customers, vendors, contractors, and other parties.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.