

PUBLIC WORKS AND UTILITIES MATERIALS TECHNICIAN

DEFINITION

To perform technical duties related to the procurement of goods and services for construction, maintenance, and inspection for the Public Works and Transportation Department and Utilities Department; to maintain and monitor records, budget and inventory; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Public Works Materials Technician class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

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

Procure goods and services for the construction, maintenance, and inspection activities for the Public Works and Transportation Department and Utilities Department; research and identify parts for procurement; contact vendors and determine availability of needed items; assess priority; obtain bids and quotes; create purchase orders; obtain proper approvals; maintain accurate records and files.

Receive and inspect delivery shipments to verify items received are accurate and meet standards.

Maintain and monitor detailed records, including budget and inventory; process requests; process invoices for approval by verifying goods and services invoiced have been received; verify accurate documentation and records.

Inspect deliveries of department inventory prior to City acceptance to ensure items meet City standards; disburse material goods to field staff; ensure and verify availability of inventory items; replenish stock as needed; maintain routine inventory controls; participate in annual inventory audit.

Develop scopes of work, schedules, material lists, material availability and cost information; assist with annual maintenance contracts.

Create status reports; keep management informed on program and project progress.

Coordinate the execution and completion of water meter change outs and replacements; maintain accurate and complete records.

Assist in processing Cal Card logs; perform emergency procurement when needed; coordinate lodging and registration for trainings; renew memberships and certifications as needed.

Interact with field staff to assist in the coordination, scheduling and tracking of various types of maintenance work; assist field staff with maintenance tasks as needed.

Recommend, implement and maintain procedures related to inventory system.

Assist in the entering, correcting, and updating of information into the Geographical Information System (GIS) for new and existing facilities.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures of purchasing practices and terms including processes for acquiring quotes and processing orders.

Methods and procedures of construction maintenance activities, materials and equipment used in the construction, operation and maintenance of various utility and public works systems.

Principles and practices of standard office and field procedures.

Basic math including algebra.

Principles and practices of safety practices including regulations and hazard awareness and requirements associated with the maintenance and operations of public works and utility systems.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Procure goods and services for construction, maintenance, and inspection of Public Works and Transportation Department projects and activities and to maintain and monitor records, budget and inventory.

On a continuous basis, know and understand the operations of the unit; observe safety rules. Intermittently, analyze problem equipment, identify and locate necessary parts; interpret work orders; remember location of parts; and explain operations to other employees.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist while stocking parts; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.

Operate a forklift to receive deliveries and stock and organize a warehouse and operate small powered equipment when needed.

Gather data; prepare and maintain clear, neat, thorough and accurate reports and records.

Read and understand blueprints, material specifications and equipment and engineering standards.

Use sound judgment in recognizing scope of authority.

Plan and prioritize duties using sound time management principles

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

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:

Experience:

Two years of responsible storekeeping, procurement, construction or utility management experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in supply chain management, procurement, engineering, construction management or a related field.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of or ability to obtain a forklift certification.