



City of Watsonville

Job Description

JOB TITLE: Fleet and Warehouse Coordinator

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Vehicle and Equipment Manager

SUPERVISION: N/A

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY: Under general supervision, procures, receives, records, issues, and inventories parts, equipment, and supplies to meet operations and maintenance needs; receives and reviews requisitions for accuracy and content; prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services; researches sources of supply for products and services; prepares bid solicitations; coordinates shipping, receiving and warehousing activities in support of the Fleet Division; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for performing purchasing and warehouse duties in support of the Fleet Division. This is a single classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Procures, receives, records, issues, and stores parts, equipment, and supplies to meet operations and maintenance needs of the Fleet Division.
- Receives and reviews requisitions for accuracy, and content; assists staff in evaluating product options.
- Prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services.
- Researches sources of supply for products and services; negotiates pricing and availability; procures goods and services in accordance with laws, regulations, and agency policies and procedures.
- Prepares bid solicitations to obtain competitive bid responses; establishes newly awarded contract services with outside contractors; verifies prevailing wage compliance;
- Confers with staff to resolve problems related to delivery schedules, and vendor

issues; follows up on purchase orders to ensure products are received in good order and on a timely basis; assists in resolving vendor disputes; assists in the reconciliation of payment discrepancies.

- Receives and processes invoices from vendors; enters invoices, purchase orders and agreements into the appropriate financial system.
- Coordinates shipping, receiving and warehousing activities for the Fleet Division; receives shipments consisting of tools, equipment, automobile parts;
- Stores equipment and supplies in the proper warehouse locations; retrieves items from inventory and distributes to requesting staff.
- Assists in taking physical inventory of materials and supplies; coordinates surplus asset sales as assigned.
- Arranges for the removal of hazardous waste and chemical spills; ensures that fuel tanks and fuel pumps are up to date.
- Coordinates and participates in fleet vehicle maintenance, repair, and inspection; arranges for the repair and maintenance of vehicles with outside vendors.
- Operates a variety of warehouse equipment as assigned.
- Prepares records, logs, reports, correspondence, and other documents.
- Cleans and maintains assigned facilities.
- Operates a computer and assigned software.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public agency purchasing, warehousing and inventory management.
- Regulations and legal requirement of purchasing processes in the public sector.
- Principles of contract management.
- Basic principles and practices of automotive and equipment maintenance and repair, including preventative maintenance practices for vehicles and equipment.
- Tools, equipment, and supplies used in the maintenance of vehicles and equipment.
- General principles, procedures, and practices of record keeping.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical principles.
- Occupational hazards and standard safety practices.
- Methods of reporting numerical and narrative information.

- Office practices, procedures, and equipment.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of technical duties related to the purchasing and storage of materials, supplies, services, and equipment.
- Prepare, review, verify, and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Receive, account for, and distribute materials and supplies.
- Assist in coordinating internal and external services to meet assigned purchasing needs.
- Perform research, review options, and make recommendations regarding vendors and products.
- Write English at a level necessary to compose clear and concise reports, bid information, and correspondence.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Accurately input data.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fleet and Warehouse Coordinator. A typical way of obtaining the required qualifications is to possess:

- A high school diploma or equivalent GED
- Two (2) years of experience in the purchasing and inventory of materials and supplies and two (2) years of experience maintaining and repairing vehicles.

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- Possession and maintenance of forklift certification