

## **PURCHASING AND SAFETY OFFICER**

### **General Statement of Duties**

Performs administrative work in overseeing the purchasing function and the storage of inventory at the Public Works warehouse. Serves as the Town's Safety Officer.

### **Distinguishing Features of the Class**

An employee in this class is responsible for a variety of administrative tasks involving purchasing, receiving quotes, generating related reports, and performing related purchasing duties. Responsibilities include oversight of the Public Works warehouse; coordinating and supporting a safety program for the Town; and maintaining the work order system for Public Works. Work involves independent judgment in managing the purchasing process. Assists with other public works responsibilities as needed. The employee is subject to indoor and outdoor environmental conditions and exposed to atmospheric conditions including fumes, odors, dusts, or poor ventilation. Work is performed under general supervision of the Public Services Director and is evaluated through observation, conferences, reports, and review of work.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Manages the purchasing process predominately for the Public Works Department; generates purchase orders; reviews and researches current and previous purchases to determine best prices and to maximize savings without compromising quality; obtains quotes and evaluates price and delivery time period.

Orders safety/office supplies for Town Departments.

Writes requisitions for purchases; stamps and codes purchases to proper line items.

Meets with company representatives to answer questions and to understand products offered and develop working relationships.

Researches, writes, and prepares specifications based on input from staff to elicit competitive pricing for a variety of materials, products, and equipment for the Town; reviews and evaluates vendor's proposals to determine compliance with specifications and conditions.

Inspects materials and supplies received to ensure quality and quantity according to specifications; assists with problems related to delivered products or other vendor issues.

Enters and maintains completed work orders received from supervisors; receives work orders for bulky item pickup, chipping, water and sewer taps, meter taps, and related problems.

Works with finance and department staff to establish the annual budget based on the prior year's spending.

Plans, organizes, orders, and receives materials and supplies for the Public Works warehouse; keeps track of inventory levels and maintains records on quantities and prices; assures orderly storage of materials and equipment; may operate a forklift to unload and move materials and equipment.

Monitors and maintains fire extinguishers, first aid kits; sets up safety classes annually and as needed; prepares safety agendas, conducts safety committee meetings and maintains meeting records, as needed; meets with OSHA inspectors and accompanies them during visits of Town operations; works with departments to correct violations found.

May assist Public Works staff with operational tasks such as bulky trash pickup, chipping, maintaining grounds and other related duties.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Extensive knowledge of Town personnel, purchasing, budgeting and other policies and procedures relative to performance of the duties.

Extensive knowledge of OSHA guidelines pertaining to daily job duties and general employee safety practices and procedures.

Considerable knowledge of warehouse and inventory control procedures.

Some knowledge of North Carolina General Statutes and of local ordinances and regulations governing the purchasing of materials, supplies and equipment.

Knowledge of grades and qualities of items purchased and/ or sources of supply and price trends.

Ability to compile, develop, evaluate, analyze, and reconcile a variety of purchasing records and reports.

Ability to operate personal computers and related software used in performing the work including word processing, spreadsheets, and data bases.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to maintain accurate inventory and develop processes and procedures for storage, receipt, and issuance of products in warehouse.

Ability to operate a forklift to unload and move materials and equipment.

Ability to develop and maintain working relationships with a variety of people including vendors, general public, and other employees.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 100 pounds infrequently, 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force to constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, make visual inspections of work areas, and do extensive reading.

Desirable Education and Experience

Graduation from high school and considerable experience in OSHA regulations and compliance and inventory management; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license.

Possession of CPR, Blood Borne Pathogen, Confined Space, and Trenching and Shoring Certifications; Pesticide License preferred.