

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Transportation Warehouse Buyer (S23)	Job Family: 12
Department: Transportation	Lane Placement: 7
Supervisor's Title: Director of Transportation	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>09/84</u> Revised: <u>06/93</u> Revised: <u>01/97</u> Revised: <u>11/12</u> Revised: <u>01/21</u>	

GENERAL FUNCTION

Under the supervision of the Director of Transportation, the **Transportation Warehouse Buyer** assists in the coordination of warehouse workers and coordinates inventory and services for shop mechanics and school bus drivers and attendants. Incumbent purchases automotive parts and supplies. Incumbent monitors competitive and alternative supply sources, within guidelines. Incumbent monitors warehouse budget and assists in budget preparation. Incumbent prepares and maintains inventory reports for the District and State and maintains and secures all vehicle license, registration, inspection, emission, warranty and related paper work.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Monitor competitive and alternative supply sources for mechanical parts. Check product quality, availability and pricing, within guidelines. Purchase and receive merchandise from vendors. Make recommendations of new products.
- Check accuracy of shipments and paperwork (e.g. invoices and requisitions). Obtain from vendors new parts to make up shortages and replacement of damaged parts and incorrect shipments. Coordinate the delivery and/or pick-up of items from vendors.
- Complete and process requisitions and purchase orders for items received and delivered. Coordinate with Accounting Department to ensure invoices are paid promptly to receive trade discounts.
- Recommend and implement approved warehouse procedures.
- Instruct agencies and vendors in District buying and payment practices.
- Assist director with scheduling work, monitoring and providing input in evaluating warehouse personnel.
- Monitor warranties.
- Monitor merchandise flow to assist in maintaining a prudent inventory. Perform physical inventory and maintains proper inventory records. Expedite purchases of parts not contained in inventory.
- Prepare and maintain various vehicle reports for the District and State (e.g. mileage, labor, parts and fuel costs).
- Assist with warehouse surplus.
- Maintain files on all District vehicles (e.g. warranties, license, registration, title, inspections and emissions).
- Assist with delivery of fuel and will calls. Assign and track distribution processes of District employee gas cards.
- Prepare and maintain various vehicle reports for the District and State (e.g. mileage labor, parts, CNG and fuel costs).
- Employee is required to wear department provided uniforms and steel-toe footwear.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend coordination meetings as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Require three years job related work experience in purchasing and inventory of parts and equipment with demonstrated competence.
- Must demonstrate competence in reading and writing.
- Requires mathematic ability to calculate and compare prices and create some statistical data.
- Requires good computer skills (e.g. word processing, spreadsheets, File-maker Pro). Requires a working knowledge of the Skyward system.
- Requires good interpersonal skills. Interacts with vendors, mechanics, school employees, other Districts, purchasing and accounting personnel.
- Requires knowledge of District purchasing procedures, significant vendor and parts knowledge.
- Requires ability to monitor adequate inventory levels.
- Must understand District budgeting and inventory management procedures.
- Requires warehousing skills in organizing stock for quick and efficient availability to serve shop needs.
- Must understand and monitor the initiation, processing and filing of warehouse paper work.
- Requires ability to coordinate the work of warehouse personnel.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computer and other standard office equipment.
- Forklift and other warehouse equipment.

Physical Requirements – Not limited to the following:

- Job involves some physical exertion and lifting items, not over 100 lbs.
- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The incumbent is frequently required to sit; stand; walk; will frequently reach with hands and arms and stoop, kneel, bend, climb or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*