

JOB OPENING FOR: PLANT COORDINATOR (BUYER/INVENTORY MANAGEMENT)

Definition/Summary

The Crescenta Valley Water District seeks a Plant Coordinator who, under the supervision of the District's Superintendent of Operations and Maintenance, will provide administrative, analytical, and technical support to the Operations and Construction departments. The Plant Coordinator also orders, receives, stores, and distributes materials and equipment at a central warehouse; operates warehouse equipment; operates a vehicle in the pick-up and delivery of materials; compiles and inputs data; generates a variety of statistical and analytical reports; works with the Accounting Department to report attendance information; and performs related duties as assigned.

Essential Functions

- Orders, receives, inspects, counts, and stores materials and supplies.
- Verifies the accuracy of shipments, resolving problems and discrepancies.
- Operates warehouse equipment (including a forklift) in connection with the receipt, storage, and issue of materials.
- Review requisitions and issue purchase orders for materials and services on computer.
- Research product information, availability and pricing with various vendors on the internet and/or on the phone.
- Operates computerized inventory systems to identify items for reordering and controlling stock levels.
- Conducts periodic inventories of warehouse stock.
- Makes arithmetic or statistical calculations and creates and maintains data files in spreadsheets and databases.
- Assist Superintendent and Supervisors in monitoring performance against budgets and generate periodic reports and regular reports and documents.
- Assist Superintendent and Supervisors in preparing informal bid solicitations for purchases.
- Obtains and inputs daily water production data and compiles regular production reports.
- Operates a vehicle to pick-up items purchased and deliver materials and equipment.
- Maintains logs and records including vehicle maintenance records, fuel storage consumption, MSDS records and monthly safety meetings.
- Cleans the warehouse facility, keeping it in a clean, neat, and orderly condition.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares and maintains various personnel records and type memos and reports for Field Supervisors.

Other Duties

- Answer phones, receive and respond to field crews on two-way radio, and control entry into the Glenwood Plant through security gates.
- Maintains Glenwood facility, opens/locks warehouse during business hours, issue new tools and personal protective equipment to field employees.
- Maintains proper work safety standards.
- Performs data entry and upkeep of various Excel spreadsheets and reports.
- Scans and electronically files all material requisition sheets and job orders.
- Monitor the storage and disposal of scrap metal and hazardous materials.
- Set-up room break room for functions and gather all equipment and materials needed.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Basic budgetary, accounting, and purchasing practices and procedures.
- Methods used in receiving, inspecting, and storing materials and equipment.
- Microsoft Office applications, Outlook and knowledge of databases.
- Delivery and distribution systems.
- Inventory control methods.
- Operation of computerized inventory systems.
- Principles of work safety.

Ability to:

- Perform a variety of ordering, receiving, storage, and material distribution assignments at a centralized warehouse.
- Operate motor vehicles and warehouse equipment.
- Use computer systems and software applicable to updating and maintaining inventory records.
- Follow oral and written directions.

Typical Physical Activities

- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.

- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: Some work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. Temperature: Some work time in temperatures above 80 and below 60 degrees.
4. Humidity: Work in areas with potential to have high humidity.
5. Wetness: Occasionally works in the rain getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of responsible experience in performing receiving, storage, and inventory work at a warehouse facility.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License will be 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 and proof of a driving record free of multiple or serious traffic violations or accidents for the last two (2) years.

General Certifications: **Possess** and **maintain** Distribution 1 (D-1) certification as required (D-2 preferred) by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within eighteen (18) months. Failure to obtain this certification will result in disciplinary action up to and including termination.

Salary and Benefits:

- Salary range of \$4,414 to \$5,634 per month
- Comprehensive Medical, Dental, and Vision insurance plans
- PERS retirement plan
- 10 days of vacation to start, 11 sick days and 14 holidays annually
- District provided term life insurance and disability insurance coverage
- Optional deferred compensation plan

Work Location:

Glenwood Operations Plant
3730 Glenwood Avenue, La Crescenta, CA 91214

Filing Deadline:

Friday, January 12, 2018 at 4:00 p.m.

Application forms are available online at the District website www.cvwd.com or at the Main Office. All applications should be returned to the District's Main Office at 2700 Foothill Blvd., La Crescenta, CA 91214.

This job may be filled internally or closed early if more the 50 applications are received.

Resumes will not be accepted in lieu of District application forms.

An Equal Opportunity Employer