

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** WAREHOUSE ADMINISTRATOR
2. **Employment Classification:** Non-Exempt
3. **Department:** Fiscal and Customer Services
4. **Reports To:** Chief Financial Officer
5. **Fundamental Objective:** Under direction of the Chief Financial Officer, is responsible for administrative work including the preparation, utilization and maintenance of the District's purchasing process including ordering, shipping and receiving equipment, parts and supplies, disposal of assets, and establishing and managing inventory control and warehousing systems; maintaining fleet maintenance; and a variety of semi-skilled manual labor tasks related to field and warehouse activities.
6. **Level of Supervision Required:** The individual in this position is expected to work independently with minimal supervision. Direction is provided by the Chief Financial Officer.
7. **Supervisory Responsibilities:** As assigned.
8. **Essential Job Duties and Responsibilities:**
 - A. Administers and tracks the inventory of stock on hand. Establish and periodically reviews minimum reorder points. Report monthly usage to Bookkeeper/Accountant. Determines best method of storage, identification and stock location, considering all variables. Provides explanations for material discrepancies of physical inventory count.
 - B. Maintains and/or recommends development of internal audit controls so inventory is properly tracked and accounted for. Participates in annual inventory inspection by external auditor.
 - C. Issues supplies from stock, makes direct purchases, transports materials, or supplies to other departments and/or vehicles. Transports heavy equipment from the yard to work sites. Utilizes equipment including, but not limited to vehicles, cranes, forklift, pallet movers, dollies, ladders, carts and hand trucks, as necessary.
 - D. Create, review and administer purchase orders for the purchase of materials, supplies and tools, as necessary, for routine maintenance and special projects, to

ensure availability when needed. Anticipates needs for scheduled capital and special projects and orders materials as necessary to assure good availability of stock and unusual inventory items needed for the job. Makes periodic price checks on materials. Receives materials, supplies, and tools and stores them in a predetermined location in the warehouse or yard. Makes sure incoming articles are counted and inspected for damage to verify receipt of items on requisition. Examines stock to verify conformation to specifications. May mark identifying codes, figures, or letters on articles.

- E. Schedules non-routine maintenance on vehicles, tools and equipment. Maintains annual smog control program for vehicles. Keep log of diesel fuel use per vehicle/department. Maintains fleet maintenance records.
- F. Updates computer records on all transactions. Maintains current work orders, inventory, equipment, tool, vehicle, new meter sets, SG2 valve distribution and surplus lists. Keeps equipment and vehicle maintenance records.
- G. Calculates materials, crew work and/or costs for all in-house jobs including capital projects and those jobs that will be billed as time and materials. Submit calculation to Bookkeeper/Accountant.
- H. Acquires competitive bids, proposals and/or quotes for purchases of materials, capital and/or services in compliance with the District's purchasing policy.
- I. Coordinates sale and disposal of surplus equipment, vehicles and hazardous materials. Shows items to the public, removes vehicle decals, handles Department of Motor Vehicle paperwork, schedules and delivers hazardous materials to the dump, etc.
- J. Keeps all general storage areas organized, neat and clean.
- K. All other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. District policies and procedures related to purchasing, storage, protection and disposal of District property.

2. District policies and procedures related to safety.
3. General accounting principles, accounting software, inventory controls, and warehouse systems. Proficiently use Microsoft Office products especially Microsoft Excel.
4. Use of body members, hand tools and/or special devices to work, move, or carry objects or materials such as all vehicles, machinery, equipment, forklift, tools, hardware and chemicals necessary to complete the essential job duties and responsibilities, primarily for the warehousing of all assets of a public water distribution system.
5. Knowledge of materials equipment and construction procedures commonly encountered in the utility industry, together with an occupationally significant combination of vocational education, apprentice training, in-plant training, on-the-job training or essential experience in less responsible jobs.

B. Ability to:

1. As required by the California Occupational Safety and Health Act and the Indian Wells Valley Water District's Safety Manual, responsibly, faithfully and regularly observe all safety rules and utilize all health and safety equipment, procedures and techniques required for all tasks, circumstances, locations or weather conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.
2. Use knowledge of water system operations to enhance inventory stocking and to track reasonable use of materials, and vehicles.
3. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
4. Keep written records and make written and informal oral reports.
5. Operate a telephone, two-way radio and e-mail; knowledge and proper use of hand signals for material handling; and communicate with office personnel, co-workers and the public.
6. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service. Maintain sound and cooperative working relationships with co-workers, crew leaders and management to insure output of a good and efficient product or service.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Two years warehouse experience and/or three years routine facility maintenance as acquired through Field Services or Maintenance/Repair/Construction crew or combination thereof.

Education: High School Graduate, or equivalent certification, required.

Certifications: Forklift operator certification required. Distribution certification(s) desirable.

Licenses: Class B driver's license.

Must also successfully complete physical examination and possess a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

WAREHOUSE ADMINISTRATOR
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: 5-10-16

General Manager Approval:

Signature: _____

Date: 10 May 2016

Received and Recorded by Human Resources:

Signature: _____

Date: 5/12/16