



## PERSONNEL COMMISSION

**Class Code: 0627**  
**Salary Range: 34 (C1)**

### MAINTENANCE MATERIAL COORDINATOR

#### JOB SUMMARY

Under general supervision, plan, organize and coordinate the procurement, receipt, distribution and payment of materials for the Maintenance Branch; prepare and maintain a variety of records, logs and reports; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and coordinate the procurement, receipt, distribution and payment of materials for the Maintenance Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Receive and analyze Maintenance project material lists; prepare requisition forms for materials and submit to Purchasing for processing; enter data to encumber funds for project accounts; coordinate payments to vendors as needed; monitor funding levels of open purchase orders. **E**
- Communicate with freight service companies, estimators, contractors, District staff and requestors to exchange information and verify status of orders; contact vendors to obtain information such as current pricing, delivery timelines and availability. **E**
- Schedule material delivery times, dates and locations; receive and sign for materials, equipment, supplies and verified services; inspect materials and services to determine if specifications have been met. **E**
- Confer with vendors and requestors regarding delayed shipments and defective, damaged or unacceptable goods and services; arrange for return or other corrective action as appropriate; arrange for expedited deliveries as requested. **E**
- Assure leftover materials are returned to regular shop inventory; adjust work and shop records to reflect proper inventory control and transfer; provide feedback to shops regarding actual material and labor usage and cost expenditures. **E**
- Prepare and maintain a variety of records, logs and files related to assigned activities; prepare expenditure reports for use in the development of the annual preliminary Maintenance materials budget. **E**
- Research and evaluate vendor product samples; conduct tests and demonstrations of products to determine quality and compliance with specifications; confer with end users to review products and establish District standards. **E**

- Prepare or assist in the preparation of specifications for competitive bids as requested; monitor designated contract services such as fire extinguisher replenishment or upholstery repair. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator and a computer and assigned software; drive a vehicle to conduct work. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Maintenance Material Coordinator plans, organizes and coordinates the procurement, receipt, distribution and payment of materials for the Maintenance Branch. An incumbent works closely with and serves as a liaison between District Purchasing staff, Maintenance shop personnel, vendors and contractors to assure the cost-effective and timely delivery of materials for Maintenance projects. This class differs from the Purchasing Agent classification in that incumbents do not initiate the formal bid process nor have actual procurement responsibilities on behalf of the District.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General purchasing and accounting policies, practices and terminology.

Materials used in performing a wide variety of construction, repair and maintenance work.

Applicable laws, codes, rules and regulations related to assigned activities.

Local vendors and sources of supply.

Technical aspects of researching, comparing and purchasing maintenance supplies, materials, equipment and services.

Operation of a computer and assigned software.

Mathematical computations.

Weights and measures.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Writing skills to prepare clear and concise specifications and reports.

Correct English usage, grammar, spelling, punctuation and vocabulary.

#### **Ability to:**

Plan, organize and coordinate and the procurement, receipt, distribution and payment

of materials for the Maintenance Branch.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Research and evaluate sources of supply.

Evaluate product capability and cost-effectiveness.

Write clear and concise specifications and reports delineating critical differences in requirements.

Expedite delivery of items and reconcile discrepancies in quality and quantity.

Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.

Maintain records and files and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Communicate effectively both orally and in writing.

Work independently with little direction.

Understand and work within scope of authority.

Add, subtract, multiply and divide quickly and accurately.

### **Education and Training:**

Associate's degree with coursework in public administration, business administration or a related field.

### **Experience:**

Two years of procurement experience involving the writing of specifications or production planning and scheduling materials use for building maintenance projects.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

### **SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

### **WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to verify orders.

Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/18/88

Revised: 1/6/00

Revised: 3/6/2008