

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE DATE : OCT. 2, 2024**

Position No. 781

Approved by: Manager of Public Works

Position Title:	Purchasing Clerk
Department/Division/Section:	Public Works

POSITION FUNCTION

Perform purchasing related to civil works and safety items; code and process large volumes of invoices; inventory control; shipping and receiving; and oversee public works fleet cardlock fuel system. Forklift operator and first aid attendant for public works yard.

KEY DUTIES

Purchase various materials for civil works, safety equipment, and standard stock items for stores.

Develop and maintain excel spreadsheets to track purchases, inventory, and work orders.

Create purchase orders as needed and code and process large batches of invoices frequently.

Use Diamond software to locate vendor and coding information and to generate reports.

Coordinate product delivery and equipment rental as directed by supervisor or manager.

Oversee fleet cardlock fuel dispensing system using Computrol ProFuel System; perform regular maintenance of the system; order fuel, monitor fuel levels, and reconcile fuel usage.

Assist with product pricing and create tenders as directed by supervisor or manager.

Prepare shipments for inter-departmental use and arrange for courier pick-up.

Receive shipments in accordance with established procedures and with appropriate documentation.

Operate forklift to unload products.

Compile and update computerized inventory and statistical records and perform month- and year-end inventory count procedures.

Perform first aid duties as a Level 1 first aid attendant (e.g., first aid for minor cuts, scrapes, scratches, pricks, etc).

Oversee administration of public works yard first aid records and supplies; complete first aid reports, file reports, maintain first aid supply levels.

Perform administration and records management duties related to this position.

Field calls from the public related to departmental services and infrastructure concerns or questions. Use Tempest Calls for Service to track internal and external requests.

Other tasks assigned by manager.

INDEPENDENCE

This position requires good problem-solving techniques and allows for the incumbent to exercise a broad range of processes that contribute to the department's efficiency and help meet its' fiscal responsibilities. The incumbent oversees most of the day-to-day operations of this role. High-level decisions or any budgetary decisions require consultation with and approval from the manager.

WORKING CONDITIONS

Physical Effort:

Keyboarding, sitting for long periods of time (frequent).

Lift and move medium-weighted materials (44 lbs and under) and equipment frequently.

Heavier materials to be moved with a dolly and/or with additional assistance.

Daily walks around public works yard and responsible for securing gates at end of day.

Use of forklift (frequent).

Mental Effort:

Periods of continuous focus to prepare month-end and year-end deadlines.

Visual/Auditory Effort:

Focus on source data and computer screen for long periods (often).

Field incoming calls from the public related to public works operations (occasional).

Work Environment:

Primarily working inside a heated office in winter and A/C in summer.

Short periods of time spent outside in public works yard.

Occasional noise from trucks and equipment; exposure to dust and fumes (minimal).

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Extensive knowledge of purchasing and inventory control processes.

Ability to evaluate quality, pricing, and service levels to determine the procurement of goods and services. Continual research to source out quality products, tools, and equipment and the ability to build long-lasting relationships with those in the service industry.

Ability to practice emotional intelligence and conflict resolution when dealing with staff, suppliers, and local residents.

Ability to multi-task while also to prioritizing specific tasks during a normal day.

Thorough knowledge of construction materials, tools, and equipment used in a municipal environment.

Knowledge of general office practices, methods, and procedures and ability to operate basic office equipment such as personal computer, telephones, and photocopiers.

Proficiency with MS Office (e.g., Excel, Word).

Familiarity with Tempest software (i.e., Calls for Service), Computrol ProFuel System, and Diamond Financial Management System software an asset.

Must have adequate physical strength, stamina, and coordination for lifting and moving stores inventory.

Basic understanding of a central filing system related to purchasing and stores and public works operations.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Certification to safely operate a forklift.

Completion of a recognized purchasing course and basic experience in accounts payable.

Valid level 1 WCB first aid certification.
Valid class 5 driver's license with a clean record.
Grade 12 or equivalent.
WHMIS training mandatory.

Experience:

2 years related experience or an equivalent combination of education and experience.

OTHER

Copies of certificates will be mandatory.
Length of time to become familiar with job duties and responsibilities: six months.