



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**PROCUREMENT TECHNICIAN, SENIOR**  
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for complex administrative and coordination support work related to procurement to include researching, locating and purchasing parts and supplies for the full range of City vehicles and equipment in accordance with applicable city, state and federal procurement regulations. Reports to the Warehouse Manager.

## **ESSENTIAL JOB FUNCTIONS**

Procures parts and supplies for complex systems associated with the full range of City vehicles and equipment; follows proper purchasing and parts issue accountability procedures; monitors inventory levels; researches and clarifies product specifications; prepares informal requests for quotations and solicits; selects or recommends vendors; ensures invoices are correct; verifies that parts and supplies were received and processes vendor invoices for payment.

Verifies on-hand parts inventory, performs cycle counts; orders stock parts and assists with the annual physical inventory. Monitors the frequency of parts usage and recommends changes to the inventory level. Prepares cores and unused parts for return to the vendor and monitors vendor credits. Coordinates stock level recommendations and identifies specific changes. Monitors inventory accuracy through the computerized inventory control system. Assists with stocking shelves and operates a forklift, pallet jack, hand cart, saw, and step ladder as needed.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Procurement - Thorough knowledge of general procurement laws, practices and procedures to include the Virginia Public Procurement Act.
- Inventory Management - Thorough knowledge of stock and inventory recordkeeping to include safe, effective, and efficient handling and storage of stock, material, tools, and supplies. Considerable knowledge of the full range of complex City vehicle and equipment parts.
- Customer Service - Considerable knowledge of principles and processes for providing customer service.
- Safety - Knowledge of safety procedures related to the use of hazardous chemical and equipment.

## **REQUIRED SKILLS**

- Judgment and Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, vendors and representatives from other departments and organizations.

## **REQUIRED ABILITIES**

- Financial Management - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.
- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Equipment Operation - General knowledge of equipment practices, operations and capabilities relating to supply operations.

## **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 3-5 years of progressively responsible related supply, stock, or warehouse experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check.

Requires satisfactory results from a pre-employment medical evaluation.

Requires a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.