



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PROCUREMENT TECHNICIAN
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 close supervision, this position is responsible for routine procurement to include researching, ordering, receiving, issuing and delivering automotive parts and supplies in accordance with applicable city, state, and federal procurement regulations. Reports to the Automotive Parts Superintendent.

ESSENTIAL JOB FUNCTIONS

Researches, orders, receives, and issues automotive parts in accordance with applicable city, state, and federal regulations; stocks shelves and verifies outages with the on-hand parts inventory and completes cycle counts. Operates a forklift, pallet jack, hand cart, saw, step ladder and cardboard bailer as needed.

Maintains an accurate inventory through the computerized inventory control system. Monitors the frequency of parts usage and makes necessary recommendations and prepares core returns and parts for return to the vendor.

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 - General knowledge of general procurement laws, practices and procedures to include the Virginia Public Procurement Act.
- Inventory Management - General knowledge of stock and inventory recordkeeping to include safe, effective, and efficient handling and storage of stock, material, tools, and supplies.
- 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 courteous relationships with employees, managers, vendors and representatives from other departments and organizations.
- Computer Skills – Utilizes a personal computer with basic applications.

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 2 -3 years of 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.