

TITLE OF POSITION: Materials and Standards Agent

SALARY RANGE: Range 72

SUPERVISORY RELATIONSHIP:

This position is supervised by the Chief Engineer/and Systems Engineering Manager. .

ESSENTIAL FUNCTIONS:

- Responsible for planning, organizing and managing the purchasing, contracts, materials management and certain stores functions of the District.
- Manages the accurate and timely purchase and delivery of materials, equipment and supplies in the most cost-effective manner in accordance with regulatory requirements.
- Manages the maintenance of an optimum inventory with a minimum capital investment.
- Initiates and develops procedures and systems to optimize the use of electronic data processing systems relating to materials management.
- Manages the timely and accurate processing of purchase requisitions and purchase orders.
- Manages the District's bidding procedures in compliance with applicable state statutes and Federal regulations.
- Maintains knowledge of current materials and equipment through vendor contact, trade literature and other available sources, making assessments on the advisability of District use.
- Manages departmental work planning and scheduling for maximum utilization and efficiency.
- Manages the disposal of surplus materials, supplies and equipment in the best interests of the District.
- Manages the development, implementation and administration of procurement, warehousing, contracts and material management policies, procedures and standards.
- Coordinates with user departments to establish or modify new or existing purchasing procedures, material needs, lead times and prices.
- Manages District's local purchase order system.
- Works with District personnel setting material standards to meet the District's construction specifications.
- Manages the research, review and monitoring of vendor sources including price, quantity, quality, and/or delivery time.
- Works with District personnel, vendors, and manufactures on quality control problems from failed equipment and materials.
- Develops and administers the department budget, including the development and administration of goals and objectives.
- Performs other tasks as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Thorough knowledge of materials management systems.
- Thorough knowledge of automatic data systems relating to purchasing, warehousing and stores in an electric utility.
- Knowledge of public purchasing statutes and regulations.
- Demonstrated ability to work with customers, vendors and associates.
- Demonstrated ability to effectively meet with agencies, vendors and the public.
- Possess good oral and written communication skills.

PHYSICAL AND MENTAL DEMANDS:

- Maintains full alertness and concentration at all times.
- Interacts well with co-workers, especially when working in stressful situations.
- Adequate vision required to operate a motor vehicle; and able to judge red, green and yellow traffic lights adequately to drive on highways.
- Able to read small print on written material and computer screen.
- Able to sit six to eight hours during the day.
- Able to manually enter data or information into data bases.
- Hears spoken conversation well while working with co-workers, customers and on the telephone.
- Speaks clearly when communicating by radio, telephone and in person.
- Able to lift 0 to 10 lbs. continuously and 50 lbs. occasionally.
- Requires twisting associated with tasks performed in the field.
- Requires walking on uneven surfaces at substations, etc.
- Able to operate District vehicle for extended periods of time for travel to job sites, other District offices and out of District.

WORKING CONDITIONS:

- Well-lit, temperature-controlled office building or field work outdoors.
- When traveling on District business, subject to outside weather/driving conditions.

EXPERIENCE AND TRAINING:

- College degree in materials management or business administration or related field, but extensive, progressively responsible relevant experience, particularly in electric utility materials management may be substituted.

OTHER REQUIREMENTS:

- Requires a high standard of personal hygiene and grooming.
- Must possess or be able to obtain a valid Oregon driver's license.