



CLASS SPECIFICATION

Class Code: LC2020
Date Est: 08/2020
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

LOGISTICS COORDINATOR

DEFINITION

Under general supervision, performs a variety of inventorying duties; procures, receives, inventories, stocks and distributes a variety of materials and supplies; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in a purchasing, warehouse, or other related position which involved purchasing, receiving, disbursing, and accounting for a variety of equipment and supplies; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license required at time of appointment.

A Forklift Certification required at end of the probation period.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Contact vendors and/or suppliers to obtain or verify prices, and other related information concerning products, services, and delivery procedures; receive, maintain proper inventory levels, and reconcile inventory of supplies, tools, equipment, and materials.

Coordinate and facilitate the delivery of supplies, tools, equipment, and materials from the warehouse to district facilities

Coordinate and facilitate the maintenance and repair of district buildings, building systems, and small tools and equipment.

Prepare purchase requisitions, correspondence, and reports; obtain bid quotes as needed; assist with the creation and modification of department forms; answer the phone and route calls as appropriate.

Purchase personal protective equipment as necessary; ensure equipment is in compliance with federal, state, and local laws, rules, and regulations; review, monitor, and implement changes department-wide to personal protective equipment based on national standard changes; negotiate new costs for personal protective equipment and supplies with various vendors.

Provide logistical support to emergency personnel at emergency scenes including purchasing meals, and supplying equipment for apparatus, and replacing damaged personal protective equipment.

Reconcile purchase orders to original requisitions and make corrections as appropriate ensuring proper payments; review and verify costs within reporting processes; correct discrepancies with vendors.

Place orders directly with vendors and/or suppliers for routine purchases within departmental policies; negotiate contracts for items used on a regular basis; when available conduct product trials and demonstration; coordinate with vendors and users to expedite orders or resolve problems; survey vendors to obtain best pricing on non-bid items.

Initiate, update and maintain a variety of manual and automated files and records; maintain control files on matters in progress and update resource materials.

Oversee and participate in purchasing specialized items not maintained in inventory.

Coordinate with Finance to ensure accountability of all equipment; barcodes department property that is not currently in fixed assets system. Create and generate various reports and spreadsheets for management.

Respond and manage inquiries regarding status of deliveries, product information, proper handling and disposal, policies and procedures and other items as requested.

Participate, develop and implement process improvements to work methods related to receiving, storing and distributing supplies, tools, equipment, and materials.

Ensure warehouse is maintained, clean and orderly.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

District organization structure related to activities and functions of the assigned area.

Policies and procedures of purchasing and the District.

Terminology, acronyms, laws, rules and regulations pertinent to the position and the District.

Practices and procedures of purchasing, pricing, and discounts.

Management information systems and software programs used in the District.

Occupational hazards and standard safety practices.

Skill to:

Operate a variety of warehouse equipment to include pallet jacks and Forklifts

Operate light trucks, utility vehicles, off-highway vehicles, and small equipment to include snow blowers, hand tools, power tools

Operate light trucks while towing trailers

Ability to:

Understand the organization and operation of the District and outside agencies as necessary to assume assigned responsibilities.

Read, interpret, and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Operate office and any other equipment unique to the District.

Apply purchasing procedures and methods to optimize pricing.

Coordinate and participate in organizing, stocking, issuing and delivering supplies, equipment, and materials.

Use appropriate resources to research supplies and pricing.

Plan, organize, and implement strategic inventory initiatives which optimize stock levels and delivery of essential goods for the department.

Research, identify, develop, and recommend methods, patterns and trends of purchasing, stocking, reordering, and delivering supplies, equipment, and materials with the objectives of operational cost reduction and service and efficiency improvements.

Deal effectively with all customers, internal and external.

Evaluate and project expenditures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic mathematics.

Purchasing, inventory control and warehousing practices and procedures.

Principles and procedures of record keeping and filing.

Business correspondence and report preparation.

Safe operation of equipment and small tools.

Data entry and verification procedures.

Computer software programs.

Grammar, punctuation, spelling and proper English usage.

Standard office procedures, practices and methods.

Ability to:

Operate equipment and tools in a safe manner.

Operate modern office equipment to include computers and various software programs.

Operate a radio.

Identify supplies and parts and know their uses.

Read and comprehend product catalogs.

Effectively multitask with multiple projects and assignments.

Perform price comparisons of various products and vendors.

Conduct accurate inventories of diverse property.

Ability to gather, organize and analyze information.

Prepare and maintain accurate and complete records.

Identify problems, project consequences of proposed actions, and recommend effective solutions and take appropriate action.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Work independently with minimal supervision.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to stand and walk for extended periods. Ability to frequently stoop, twist, bend, climb, kneel, and lift 50 lbs; tolerate exposure to the outdoors, chemicals, and mechanical hazards.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

Must be able to distinguish between colors.

Ability to work evenings, weekend, and holidays.

Licenses and certifications are required to be kept current and maintained for continued employment.

Must pass an annual physical exam and medical exam in order to continue employment.

Applicants will be required to undergo a background investigation for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.