



Title: SUPERVISOR OF PROCUREMENT AND FLEET SERVICES

Salary Code: BAND D
Effective Date: 10/01/15
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Finance and Administration, plans, organizes, directs, controls, and supervises work of staff related to the purchase, rental, and lease of all equipment, supplies, and services for the District; including staff performing work in the warehouse, and in the automotive shop. This classification is responsible for maintenance and repair of the Fresno building, grounds and facilities. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff engaged in procurement activities, central warehouse operations, and automotive shop operations.
2. Assists with the development and implementation of policies, procedures, and standards for all aspects of the District's automotive fleet management, including acquisition, assignment, operation, disposal, maintenance safety.
3. Reviews, evaluates, and prepares Purchase Requests and formal purchasing proposals to ensure quality, suitability, and quantity of materials, supplies, and equipment.
4. Develops and participates in the preparation of specifications for proposals when standards are not available.
5. Presides at formal bid openings, analyzes results, and recommends contract awards.
6. Establishes and reviews compliance with District purchasing and receiving policies, procedures, and regulations including the establishment of ordering points.
7. Promotes, maintains, and develops diversified sources for purchase and surplus of materials and equipment.
8. Promotes and maintains responsible business relations with vendors; keeps informed of new products, market conditions, and current prices; and evaluates vendor performance.
9. Reviews bids and issues contracts for the District's Expanded Irrigation System Improvement Program (EISIP).
10. Responsible for all insurance requirements for contractors providing services to the District.
11. Administers, develops and implements the service, repair and replacement procedures for the District's automotive fleet.

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12. Reviews contract documents for compliance with the requirements of California Civil, Labor, and Public Contract Codes as these pertain to the purchasing activities of the District.
13. Administers the maintenance and repair of the Fresno building, grounds, and facilities.
14. Participates in the preparation of the department's annual budget.
15. Assists in formulating long-range planning goals.
16. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of two (2) years of college coursework **and** four (4) years of supervisory experience in a responsible position that included activities in purchasing of supplies, preparing purchasing contracts and bids, inventory control, or any combination thereof. Two (2) years experience as an automotive mechanic, heavy duty mechanic or vehicle parts specialist is desirable.

Knowledge of:

- Applicable federal, state, and local codes, ordinances, and regulations pertaining procurement and vehicles.
- Public bidding process and competitive bid practices and procedures.
- Environmental regulations and programs relating to vehicles and maintenance facilities.
- Procurement and financial practices, procedures, and techniques used to purchase and maintain a wide variety of fleet vehicle equipment.
- Repair and maintenance of automotive, truck, and heavy equipment.
- Computer technology as it applies to purchasing and inventory control.
- Technological development, improvement and trends in vehicle equipment and fuels.
- Budget accounting procedures and practices.

WORKING CONDITIONS

- Light lifting up to 30 pounds.
- Work in all weather conditions.
- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.