

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Fleet Purchasing and Inventory Assistant	DEPARTMENT:	Public Works
REPORTS TO:	Fleet Superintendent	EXEMPT:	No
SALARY RANGE: \$33.2640 - \$46.5695 / HR			

SUMMARY

Responsible for performing primarily administrative support for fleet, including coordinating the purchase and inventory of supplies, parts, tracking of work orders, equipment, materials, and services. Work will be based from the Fleet Maintenance shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of complex and responsible duties for the Fleet Superintendent.
- Answers telephone, takes messages, greets visitors, ascertains nature of visitor business, provides information and routes call or visitor to appropriate Department.
- Processes and prioritizes incoming mail, faxes, and memos; prepares outgoing mail.
- Files and retrieves correspondence and other records. Organizes and indexes file system.
- Proficient use of spreadsheet, word processing, spreadsheets and database computer programs for efficient processing of Division information.
- Types, revises and combines material such as correspondence, reports, records, technical data, and numerical data from rough draft, corrected copy.
- Purchases a wide variety of supplies, materials, equipment, and services needed in a cost-effective, professional, and ethical manner.
- Operates City vehicle to and from City facilities to attend meetings and to various suppliers in town to pick-up supplies, material, and equipment.
- Maintains purchase orders, receipts, and invoices for Division purchases and billings.
- Prepares the invoices for finance to send to other entities that include labor, materials, and supplies.
- Prepares end of the month Inventory costs and Fuel reports for Finance Department.
- Prepares end of the month Parts costs and Fuel costs for Transportation Division and Ambulance.
- Stocks supplies, materials, and equipment and maintains inventory of such.
- Creates, updates, and maintains work orders, vehicle records, inventory of supplies, materials, tools, and equipment for the fleet shop on the City's Collective Data software and ADP Time Management.
- Assists in preparing bid/quote documents, specifications and invitations for bids.

- Researches and contacts potential sources of supply, obtains price and product information; completes vendor comparisons; analyzes costs and required specifications and evaluates quality and suitability of goods and services to ensure purchasing needs are efficiently met.
- Assists in developing and negotiating price agreements and purchase contracts.
- Assists in monitoring and evaluating vendor performance.
- Assists in monitoring and inventory of incoming and out-going of gas and diesel fuels.
- Occasionally serves on call as required
- Other Duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and EXPERIENCE

High school diploma or GED; one year of general purchasing and inventory experience, preferably in the public sector; three years of progressively responsible experience in word processing, database, and financial software management. Equivalent combination of education and experience may be considered.

LICENSE OR CERTIFICATE

Must have a valid Colorado Driver's license with a good driving record. A Class B CDL license is desirable with a P2 endorsement.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of the organization and administration.
- Knowledge of principles and procedures of record keeping and basic financial and accounting functions.
- Knowledge of correct use of English language including spelling, grammar, and punctuation and able to use in preparation of business letter writing and basic reports.
- Knowledge of inventory management.
- Knowledge of general purchasing processes and procedures.
- Skill in the use of standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, and electronic mail.
- Ability to obtain goods and services of the highest quality and at the lowest costs.
- Ability to learn, use and operate the Innoprise financial software and ADP Time Management.
- Ability to prepare bid specifications.
- Ability to exercise initiative and judgment, and make decisions within the scope of assigned authority.
- Ability to communicate effectively verbally and in writing.
- Ability to come in early and stay late to complete projects or to complete end of month

reports

- Ability to establish and maintain effective working relationships with fellow employees, outside public agencies, vendors, and the general public.
- Ability to provide excellent customer service to external and internal customers.
- Ability to demonstrate excellent organizational skills.

EQUIPMENT USED

Operates general office equipment including telephones, calculators, computer terminals, personal computers, keyboards, photocopy machines, printers, fax machines, pagers, cellular phones, and recorders for dictation. Operates City vehicles.

WORKING ENVIRONMENT / PHYSICAL DEMANDS

The employee occasionally works near moving mechanical parts, in elevated places, and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, cold, heat, and vibration. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk, hear, sit, walk, stand, stoop, kneel, bend, twist, demonstrate manual dexterity, and lift and/or move up to 50 pounds.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____