Silicon Valley Clean Water is accepting
Applications for the position of
Materials Services Supervisor
$11,285 - $13,717/monthly DOQ, plus benefits

Silicon Valley Clean Water (SVCW), formerly known as South Bayside System Authority, is a wastewater treatment facility located on the western shore of San Francisco Bay which provides wastewater treatment for 220,000 residents and businesses in southern San Mateo County. SVCW opened in 1982 and plays a vital role in protecting the public health of the surrounding community as well as the environmental health of San Francisco Bay. SVCW is a joint undertaking of the cities of Belmont, San Carlos, Redwood City and West Bay Sanitary District (serving the greater Menlo-Atherton area).

The purchasing department staff consists of a Materials Services Supervisor, two (2) Materials Services Coordinators and Administrative Assistant.

The Position
Under general direction, this position plans and supervises the activities of a procurement and warehouse team; reviews and approves purchase orders and contracts; performs complex negotiations and value analysis; is involved with policy recommendations and legal matters; and makes and carries out challenging purchasing decisions. This position is also responsible for reviewing and processing purchase requests from other Divisions within the organization and assisting in the development of purchasing policies and procedures. The position develops and maintains inventory controls, general warehousing practices, and asset management.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

Typical duties –
Knowledge, Skills and Abilities
• Plans, assigns, and reviews operational purchasing, contracts administration, and materials management.

• Supervises Materials Services Coordinators in the performance of commodity, receipt, stocking, issuing distribution and record keeping functions for the warehouse facility. Responsible for their training, performance evaluations, and career development.

• Manages and administers contracts; evaluates vendor and product performance; coordinates procurement of new and/or renewed contracts.

• Conducts studies, analyzes data, and implements programs to improve the efficiency and cost effectiveness of procurement, and materials management.
• Consults with SVCW Department Heads regarding their contracting and materials needs and provides advice on procurement and materials management related policies and procedures.

• Directs the administration of SVCW’s Corporate Purchase Card program.

• Proficiently uses software tools to manage and deliver effective purchasing practices.

• Coordinates physical inventories, maintains appropriate inventory records through the use of a computerized inventory and asset management system. Develops and maintains economic order quantities and reorder points for inventoried equipment, parts, and supplies to maintain stock minimum and maximum levels.

• Determines material requirements for specific or specialized uses.

• Reviews routine purchase requests to determine proper sources and most efficient methods of acquisition, selects vendors and prepares and issues purchase orders.

• Maintains current vendor list, maintains files, catalogues, and pamphlets of commodities, supplies, equipment, and services.

• Oversees the disposal of surplus equipment, vehicles, and scrap materials; arranges for disposal of waste.

• Develops and maintains effective working relationships.

• Performs a variety of other duties as assigned.

Desirable Training, Education and Experience
Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities will be considered. A typical way to obtain these would be:

• Bachelor’s degree with major course work in purchasing, business administration or a related field.

• Two (2) years of experience using inventory tracking systems.

• Four (4) years of supervisory experience in purchasing, storekeeping, and/or warehouse operations.

• Four (4) years of supervisory experience in maintenance/mechanical/construction fields with emphasis on equipment/processes related to wastewater/water.

• Certified Purchasing Manager, Certified Public Purchasing Officer, or Certified Professional Public Buyer preferred.

Licenses and Certificates
• Valid California Class C Driver’s License and an acceptable driving record as defined by SVCW’s Driving Eligibility Standards.

Physical and Sensory Requirements
While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to operate a forklift or similar equipment, push or pull carts; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment
While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to chemicals, fumes and odors, and works around and with machinery with moving parts. The employee is occasionally exposed to outside weather conditions, uses a forklift and other vehicles, and may occasionally work evenings or on weekends. The employee is
occasionally exposed to elements associated with the treatment of domestic, industrial and commercial wastewater. The noise level in the work environment is usually minimal to moderate.

**Pre-Employment Procedures**
Must be able to satisfy employment eligibility verification as required by the Immigration Reform and Control Act of 1986 after a conditional job offer is made.

**How to apply** –
- Application and detailed job description can be found on the employment page at [www.svcw.org](http://www.svcw.org)
- Mail or hand-deliver the following to SVCW, c/o Jennifer Flick, HR Director, at 1400 Radio Road, Redwood City, CA 94065
  - completed and signed application,
  - a copy of your resume,
  - a current DMV Driver Report.

**Filing Deadline** – *Monday, July 31, 2017 at 3:00 p.m.* Applications received after the deadline will be returned to the applicant.

**Application Screening** – Scheduled for mid to late August 2017. Applicants demonstrating the strongest qualifications for the position will be invited to the panel interview and testing.