



SPRINGFIELD UTILITY BOARD Job Description

TITLE: Buyer

STATUS: Non-exempt/Non-union

REPORTS TO: Director of Electric Engineering and Operations

RANGE: 19

POSITION SUMMARY: The Buyer position is responsible to purchase materials, equipment and services for the Electric Service Center and, upon request, for the Main Office. This position oversees the preparation, issuance and award of quotations, bids and proposals in compliance with SUB's policies and procedures and applicable State and Federal laws. This position is responsible for developing and maintaining vendor contacts, expediting orders, returning materials and reconciling invoices. This position must maintain current knowledge on products and regulations. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Produces inventory low quantity reports and prepares and processes purchase orders for inventory items. Works with Electric Engineering Manager, Fleet & Warehouse Supervisor, ESC Storekeeper and IT staff to keep reports current.
5. Obtains and awards formal and informal bids, quotations and proposals.
6. Monitors and researches backorders or late orders to ensure deliveries of materials, equipment or services are received in a timely manner.
7. Responsible for the implementation of SUB's purchasing policies and procedures.
8. Confers with internal customers regarding requirements, specifications, quantities and quality of materials and delivery schedules. Expedites orders when necessary to meet critical schedules.
9. Researches discrepancies by reviewing invoices and purchase orders. Processes adjustments with vendors, prepares shipping orders for items being returned or repaired upon supervisory approval.
10. Processes and updates documentation controls for material supplies, construction contracts and business service agreements for the Electric Service Center.

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11. Assists in the disposition of surplus, excess and non-useable materials including sales of vehicles.
12. Participates as a member of the Standards Committee to select materials to be used on the utility system. Updates descriptions and part numbers accordingly.
13. Provides purchasing support to other departments as requested. Performs all “State of Oregon” purchases for SUB. Includes copiers/printers and cell phones; registration and other DMV requirements for the purchasing and sale of all vehicles.
14. Serves as a resource to internal customers on public purchasing regulations and contract laws. Stays up-to-date on current rules, regulations and policies.
15. Coordinates with the Accounting department to implement annual inventory process for the Electric Service Center.
16. Maintains a catalog of required *Certificates of Insurance* for current contractors for the Electric Service Center.
17. Retains knowledge of materials and resources necessary to provide purchasing support for the construction of electric facilities.
18. Maintains valid Oregon driver’s license and good driving and safety record.

Marginal Functions

19. Tracks on-going annual expenses for budget purposes (e.g. software support and maintenance contracts).

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes:

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB’s Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

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These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum of two years experience in public sector purchasing, material management, or related field. Experience with an electric utility experience preferred

Knowledge, Skills & Abilities

- Demonstrated recent knowledge of material management systems
- Knowledgeable of materials used in the construction of electrical facilities
- Working knowledge of applicable federal, state and local purchasing regulations, including BOLI's prevailing wage rules
- Proficient in Microsoft Office Word, Excel and Access software
- Must be detail oriented and possess excellent organizational skills
- Communicate effectively in orally and in writing
- Ability to gain cooperation through discussion and diplomacy
- Ability to learn SUB's accounts payable, inventory and purchasing system and purchasing policies and procedures

Education

- High school diploma or equivalent
- Associate's or Bachelor's degree in related field preferred
- Direct experience or significant course work in a purchasing related field may substitute for partial education requirements

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION**

Far visual acuity: Sees adequately to drive a vehicle.

Near visual acuity: Reads small print on correspondence, reports, computer screens, labels, numerous other written documents and computer screen.

Peripheral vision/depth perception: Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.

Color vision: Judges red, green and yellow traffic lights adequately to drive on highways.

- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** The worker stands on the job varying periods of time depending on the activity.
- **SITTING:** Worker sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and uses keyboard; uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies.
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copiers and printers.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, copier, fax, scanner, typewriter and other office equipment.