PURCHASING/INVENTORY CONTROL COORDINATOR

JOB DESCRIPTION

Reports To:
FLSA Classification: Non-Exempt
Employment Status: Full-Time

Position Summary

The Purchasing/Inventory Coordinator is responsible for coordinating the procurement, receipt, storage, tracking, and distribution of materials, supplies, equipment, and services necessary to support the daily operations of the water utility. This position ensures that adequate inventory levels are maintained to support water treatment, water distribution, maintenance, construction, and emergency repair activities.

The coordinator manages purchasing activities in accordance with established procurement policies, budgetary guidelines, applicable regulations, and organizational procedures. This position works closely with department supervisors, field personnel, vendors, and management to ensure materials and supplies are available when needed while maintaining cost-effective purchasing practices and accurate inventory records.

Essential Duties and Responsibilities

1. Purchasing and Procurement

- Coordinate the purchasing of materials, supplies, equipment, tools, and services required for utility operations.
- Obtain and evaluate vendor quotes, pricing, availability, and delivery schedules.
- Prepare and process purchase requisitions and purchase orders in accordance with established purchasing policies.
- Ensure purchases comply with approved budgets, purchasing thresholds, bidding requirements, and applicable procurement regulations.
- Communicate with vendors regarding pricing, order status, backorders, delivery schedules, and product specifications.
- Maintain positive working relationships with vendors and suppliers.
- Research alternative suppliers and products to identify opportunities for cost savings.
- Verify invoices, packing slips, purchase orders, and receiving documentation for accuracy.
- Assist with bid preparation, quote comparisons, and purchasing documentation as needed.

2. Inventory and Warehouse Management

- Maintain accurate inventory records for materials, parts, equipment, tools, and operating supplies.

- Monitor inventory levels and initiate replenishment orders to prevent shortages and overstocking.
- Establish and maintain appropriate minimum and maximum inventory levels for frequently used items.
- Receive, inspect, document, and properly store incoming materials and supplies.
- Coordinate the issuance and distribution of materials to authorized employees and departments.
- Conduct routine physical inventory counts and reconcile discrepancies with inventory records.
- Maintain organized, clean, and safe storage and warehouse areas.
- Track inventory usage, identify slow-moving or obsolete materials, and recommend adjustments.
- Maintain accurate records of inventory transfers, returns, damaged goods, and surplus materials.
- Develop and maintain an inventory tracking system to support accountability and operational efficiency.

3. Water Utility Operational Support

- Coordinate procurement of utility-related materials.
- Work with water treatment and distribution personnel to anticipate material and supply requirements.
- Ensure critical repair parts and emergency supplies are readily available.
- Monitor availability of materials needed for scheduled maintenance, construction projects, and emergency repairs.
- Maintain documentation for materials and equipment used in utility operations.
- Assist with tracking tools and equipment assigned to employees and work crews.
- Coordinate the return, replacement, or repair of defective materials and equipment.

4. Records, Reporting, and Compliance

- Maintain organized purchasing files, vendor records, purchase orders, receiving reports, and inventory documentation.
- Prepare periodic reports on purchasing activity, inventory balances, expenditures, and stock usage.
- Assist with monitoring purchasing expenditure against approved departmental budgets.
- Maintain documentation necessary for audits and financial reporting.
- Follow applicable procurement policies, utility procedures, safety requirements, and regulatory guidelines.
- Assist with maintaining records related to inventory control, asset tracking, and surplus property.

5. Customer Service and Internal Coordination

- Serve as a point of contact for employees and supervisors regarding purchasing and inventory needs.
- Communicate order status, delivery delays, and material availability to affected departments.
- Coordinate with Finance to resolve purchasing and invoice discrepancies.

- Work collaboratively with department personnel to identify supply needs and improve purchasing and inventory processes.
- Provide responsive support during emergencies and urgent operational needs.

Minimum Qualifications

- High school diploma or GED required.
- Associate degree in business administration, accounting, supply chain management, logistics, or a related field preferred.
- Two to three years of experience in purchasing, inventory control, warehouse operations, or supply chain management preferred.
- Experience with purchase orders, vendor relations, receiving, and inventory tracking.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Ability to maintain accurate records and work with inventory or financial management software.

Knowledge, Skills, and Abilities

- Knowledge of purchasing procedures, inventory control practices, and warehouse management.
- Understanding of procurement processes, purchase orders, vendor quotes, and invoice reconciliation.
- Ability to organize and prioritize multiple purchasing requests.
- Strong attention to detail and accuracy in maintaining records.
- Effective written and verbal communication skills.
- Ability to establish and maintain professional relationships with vendors and internal departments.
- Ability to analyze inventory usage and identify purchasing trends.
- Strong organizational, problem-solving, and time-management skills.
- Ability to work independently and exercise sound judgment.
- Ability to maintain confidentiality and demonstrate financial accountability.
- Knowledge of water utility materials, equipment, and supplies is preferred.

Physical Requirements and Working Conditions

- Work is performed in an office and warehouse environment, with occasional visits to utility facilities and storage areas.
- Ability to stand, walk, bend, reach, and lift or move materials as necessary.
- Ability to lift and carry items weighing up to 50 pounds, with or without reasonable accommodation.
- May be exposed to varying weather conditions, warehouse environments, and utility work areas.
- Must comply with established safety procedures and use appropriate personal protective equipment.

Requirements:

- Completion of criminal background check and drug screen.
- Valid Tennessee Driver’s license and the ability to be insured.

Preferred Qualifications

- Previous experience working for a municipal government, public utility, water district, or water and wastewater utility.

- Familiarity with water distribution and treatment system materials and supplies.
- Experience with computerized purchasing and inventory management systems.
- Knowledge of public purchasing requirements, competitive bidding, and government procurement practices.
- Experience supporting emergency repairs and maintenance operations.

Performance Expectations

Successful performance in this position will be evaluated based on:

- Accuracy and completeness of purchasing and inventory records.
- Timely processing of purchase orders and procurement requests.
- Maintenance of adequate inventory levels for critical operational materials.
- Reduction of unnecessary purchases, excess inventory, and material shortages.
- Compliance with purchasing policies and budgetary requirements.
- Timely receiving, distribution, and documentation of materials.
- Quality of vendor coordination and internal customer service.
- Organization and accountability of warehouse and inventory operations.

Disclaimer

The duties and responsibilities listed above are intended to describe the general nature and level of work performed in this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to assign additional duties as necessary to meet the operational needs of the utility.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the general duties and responsibilities associated with this position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Marshall County Board of Public Utilities is an equal opportunity employer and provider.