



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

ROBERT E. ALVARADO
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

December 10, 2020

AGENDA FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT

Committee Members: Gloria Dizmang-Chair, Kathy Mac Laren-Gomez

TO BE HELD VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 530-369-200#
Submit Public Comments at: <https://www.gomeet.com/530-369-200>

WEDNESDAY, DECEMBER 16, 2020
1:00 p.m.

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held September 16, 2020.
- 4.2) Consideration and possible action on approval of revision to Organizational Chart moving the Purchasing Technician positions from the Facilities Department to the Finance Department and approval of updated Purchasing Technician job descriptions. (No Budget Impact – Human Resources Director Emery)
- 5) Reports.
 - 5.1) Human Resources Director Emery:
 - a) Personnel policy effects of COVID-19 event.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: December 7, 2020 **December 16, 2020**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF REVISION TO ORGANIZATIONAL CHART MOVING THE PURCHASING TECHNICIAN POSITIONS FROM THE FACILITIES DEPARTMENT TO THE FINANCE DEPARTMENT AND APPROVAL OF UPDATED PURCHASING TECHNICIAN JOB DESCRIPTIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends the Committee approve moving the Purchasing Technicians into the Finance Department with an updated job description.

Alternative Options:

The alternative is to leave these positions in the Facilities Department.

Background:

Historically, the District has had two Purchasing Technicians in the Facilities Department. These technicians stock and supply the District's warehouse with all necessary inventory along with making sure that our crews have necessary equipment and supplies for projects. They also order and research supplies for the other departments in the District. Since this a support function for multiple departments, the District is recommending moving them into the Finance Department. This will also allow for easier fiscal tracking.

Strategic Plan Initiative / Mission Statement:

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

Budget:

No additional cost to budget.

Supporting Documents:

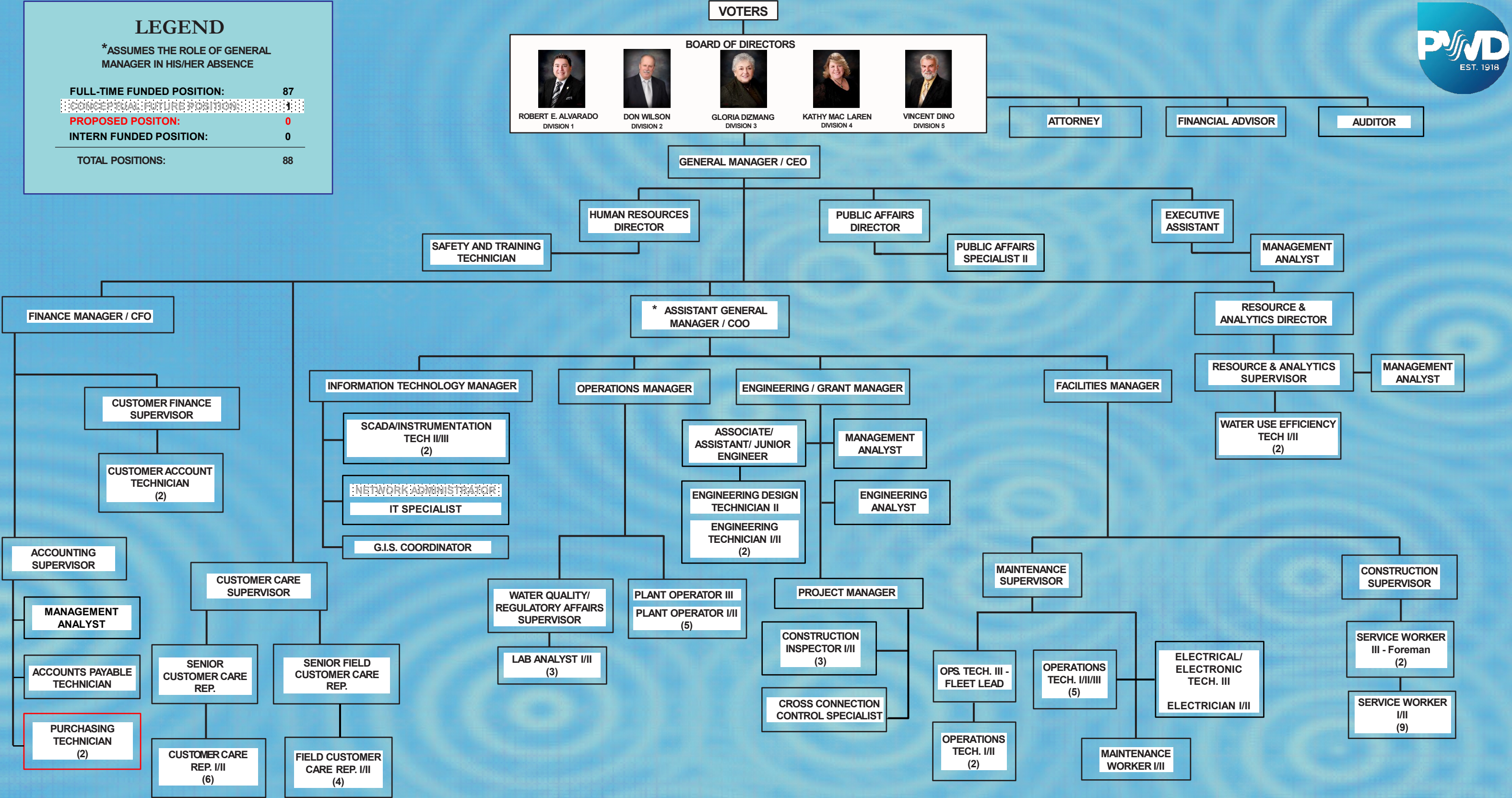
- Proposed Organizational Chart
- Job Description



LEGEND

*ASSUMES THE ROLE OF GENERAL
MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION:	87
CONCEPTUAL/FUTURE POSITION:	1
PROPOSED POSITON:	0
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	88



PALMDALE WATER DISTRICT

PURCHASING TECHNICIAN

FLSA Status: Non-Exempt

DEFINITION

To plan and organize the District's warehouse and service functions and functions associated with receiving, warehousing, and distribution of supplies, parts, and equipment; to establish and manage procurement, inventory control and warehousing systems; and to do related work as required.

Ensures that the District has or can get the materials necessary to keep the water system functioning properly. This position is also responsible for satisfying the supply needs of various District departments.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Accounting Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Receiving Functions:

Receive materials and supplies at the District's warehouse; inspect shipments for damage and conformance to invoice, and packing list; offload and store materials received using forklift or other equipment; return defective materials; notify and /or deliver to appropriate persons when shipments are received.

Establishes and oversees an inventory control system for materials, supplies, parts, all small equipment required for the efficient operation of the District.

Develops procedures for the requisition, acquisition, warehousing, and distribution of supplies and equipment.

Contacts vendors regarding prices, discounts, product availability, deliveries and product problems.

Issues and delivers materials, equipment and supplies.

Load, unload, assemble and deliver requested materials from warehouse to offices and job sites.

Purchasing Technician

- 2 -

Maintains current information on trends and practices in public purchasing.

Maintains shipping/receiving and other records of materials in the warehouse and enter data into computerized inventory control data base as needed.

Assist in purchasing a variety of routine and non-routine items; contact vendors concerning price and availability of materials, parts, and equipment; solicit informal bids and quotes and select or recommend vendor selection; place approved orders with vendors.

Participate in all phases of District-wide activities and operations as assigned, including after-hours, on-call, and at other unusual times.

Assists other District personnel in all phases of activities and operations as needed, including after-hours, on-call, and at other unusual times.

Service and Warehouse Functions:

Plans and organizes the receiving, warehousing, and distribution of District supplies, parts, and equipment.

Plans, organizes, and documents all small meter, angle stop and meter box repair/replacement programs.

Establish and maintain proper inventory levels through use of a computerized inventory system which includes inventory related to emergency preparedness.

Reviews invoice of asphalt cuts, ensures accuracy, and submits for payment when completed.

Enters and updates material cost data and inventory levels onto computer.

Verify the accuracy of shipments, and report problems and discrepancies to District management.

Operates warehouse equipment in connection with the receipt, storage, and issue of materials.

Reviews requisitions and issue ordered materials.

Conducts periodic inventories of warehouse stock; including end-of-year inventory count and balancing to general ledger.

Operates a vehicle to pick-up items purchased and deliver materials and equipment to field personnel as requested.

Cleans and organizes the warehouse and facility yards, keeping all materials properly stored and organized for systematic distribution.

Monitors the yard security gate.

Utilize the District's procurement system for bid/purchase processing as necessary..

Assists in the repairs and maintenance of any and all aspects of the District's water distribution system as requested.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

Work outdoors in a variety of weather conditions.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, procedures, and practices related to the purchasing of materials and equipment for the District.

Proper methods for the development of specifications, preparation of bid packages, and securing proposal requests.

Inventory control and warehousing methods.

Methods used in receiving, inspecting, and storing materials and equipment.

Safety practices and regulations.

Ability to:

Organize, coordinate, and direct the receiving, storage, and distribution of merchandise, equipment, and other items.

Receive, inspect, and issue supplies and equipment.

Use computer systems and software applicable for the receiving, warehousing, inventory, and distribution of equipment and supplies.

Operate a computer terminal and computer keyboard with accuracy; and enter and retrieve information from a computerized inventory control system.

Use and operate computer and related office equipment.

Conduct physical inventories.

Operate District owned vehicles and warehouse equipment.

On a continuous basis, know and understand the operations; observe safety rules; intermittently, analyze problem equipment, identify and locate necessary parts and supplies; interpret work orders; remember location of parts; and explain operations to others.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist while stocking parts and checking inventory; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight up to 50 pounds. Stand for prolonged periods of time to include frequent twisting, kneeling, stretching, bending, stooping, crouching, crawling, climbing, and squatting.

Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.

Operate a variety of common hand and power tools and materials handling equipment, including a forklift.

May work outdoors in a variety of weather conditions; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in performing receiving, storage, and inventory work in warehouse operations. Experience in a water utility is highly desirable. Knowledge and ability to use Microsoft Word and Excel.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid Class "A" California Driver's License.

Possession of a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Possession of a Distribution Operator Grade 2 Certification as issued by the State Water Resources Control Board, is desired.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.