

**POSITION DESCRIPTION**  
**City of Brewer**

Title: Purchasing Agent  
Department: Public Works  
Date: June 28, 2019  
Location: 221 Green Point Road

**GENERAL PURPOSE**

Performs a variety of routine and complex clerical, administrative and procurement work in an orderly, efficient and timely manner to obtain the necessary parts and services required for the Department of Public Works

**SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Director

**SUPERVISION EXERCISED**

Shop Mechanics when Shop Foreman is not present

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Purchases equipment, parts and supplies used for vehicles and mechanical system maintenance in conformance with city policies

Prepares bid specifications and documents bid results for vehicles and mechanical equipment for Public Works and other City Departments

Maintains records and schedules inspections on fuel island and prepares DEP reports as required

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment; recommends necessary building repairs to the director; insures that material safety data sheets (SDS) are obtained and kept on file for all chemicals and materials.

Assists the shop foreman in trouble-shooting special equipment and tools and stands in for Shop Foreman when they is not available

Insures that a parts or service manual is on file for all vehicles, equipment, and special tools, coordinates department fuel and maintenance cost transfers

Keeps up-to-date on health and safety issues and advises the director of specific training needs, maintains Department's training records and serves as secretary on Department's safety committee. May also be requested to serve as a department representative on the City's safety committee.

Confirms, inputs and matches up invoices for payment

Reconciles City credit card purchases for the department

Maintains vehicle maintenance records along with fuel and oil consumption records and does internal account transfers for vehicle maintenance and fuel.

Performs other related work as required.

### **PERIPHERAL DUTIES**

Serves as backup Shop Foreman, provides assistance to Office Administrator answering phones and assisting residents and serves on safety and other committees.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from high school or GED equivalent.
- (B) Five (5) years with Microsoft office programs, particularly word and excel.
- (C) Two (2) years experience setting up and reviewing bid documents.
- (D) General knowledge of automotive and heavy equipment maintenance and repair.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Highly organized and detailed orientated.
- (B) Skill in operations of listed tools and equipment.
- (C) Ability to communicate effectively verbally and in writing.
- (D) Ability to establish and maintain effective working relationships with employees, vendors, other departments and the public.
- (E) Ability to understand and carry out written and oral instructions in a timely manner.
- (F) Ability to handle stressful situations.

### **SPECIAL REQUIREMENTS**

Valid State driver's license

### **TOOLS AND EQUIPMENT USED**

Pickup truck, personal computer, copier, 2-way radio, telephone, industry safety equipment, and other typical office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is generally quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:  
July 1, 1998

Revision History: July 5, 2006  
Initial use of new format