

SENIOR UTILITYBUYER
(Class Code 1862)

TASK LIST

Overview of Job

Supervises a section of the Department of Water and Power Purchasing which purchases supplies, materials, equipment, and/or services.

A. Bid-related Tasks

1. Discusses specifications and/or statement of work including purchasing conditions for non-typical purchases such as orders for special services or for custom modified equipment with users, division heads, other Department staff, staff of businesses submitting bids, and other interested parties in order to make purchases which meet Department requirements.
2. Reads /reviews purchase orders, Requests for Proposals, Invitations for Bids, Requests for Information, bid analyses, bids awarded, and contracts prepared by subordinates and makes comments or corrections in order to ensure that they are complete and accurate.
3. Ensures that specifications of potentially hazardous or dangerous supplies, materials, or equipment include adequate safety requirements and/or instructions and specifications for safe storage, handling, and disposal by comparing specifications with legal requirements for disposal.
4. Enforces compliance with City and Department policies on use of Small Business Enterprise (SBE) or Disadvantaged Veterans Business Enterprise (DVBE) businesses by reading bids and examining attached documents to see that requirements have been met.
5. Arranges and attends pre-bid conferences with prospective bidders to answer questions on bid documents and to explain Department policies and procedures including documentation requirements for "good faith efforts", Small Business Enterprise (SBE, Disadvantaged Veterans Business Enterprise (DVBE), goals, and other required contract compliance documents.
6. Reads/reviews data relating to requests for proposals and subsequent proceedings entered in the computer tracking system in order to get information and/or to ensure that records are complete and up to date.

B. Other Buying Tasks

7. Expedites urgent necessity purchases after obtaining authorization from the requestor and their manager which includes justification that supports the urgent necessity
8. Reads and interprets policies and procedures, specifications, purchase orders, and contracts in order to provide correct information to Department personnel, suppliers, and other interested parties and to explain matters that they may not understand.
9. Discusses complaints from users about poor quality, defects, or other problems with supplies and/or equipment with suppliers by telephone or by letters in order to resolve problems and to ensure that contractual requirements are met.
10. Responds to vendor complaints or objection to rejection (via phone, in-person, written correspondence) with courtesy and without arguments or discussion of details which may generate additional hostility.
11. Conducts responsibility hearings to permit bidders losing awards for reasons such as lack of experience, lack of specialized equipment, or lack of staff expertise to demonstrate responsibility.
12. Represents the Department at vendor outreach events in order to provide information about Department needs and to obtain information about suppliers, materials, equipment, or services available to the Department.

C. Administration

13. Assigns responsibility for purchasing supplies, materials, equipment, or services requested by users to subordinates taking into consideration factors such as type, size, dollar amount of purchase, experience and/or expertise of subordinate, and complexity of specifications in order to make timely purchases and to make the best use of subordinates' abilities.
14. Writes narrative material such as letters, memos, and reports on matters such as non-typical purchases, ongoing problems with contractors, or need for non-standard contracts to division and/ or Department management, contractors, and other interested parties in order to provide complete information when needed.
15. Establishes priority of assignments for the work group based on requests from divisions within the Department in order to have supplies, materials, equipment, or services available when needed.
16. Writes or reviews and comments on proposed revisions to policies affecting the work of the section such as internal organizational changes, changes in dollar limits for decision making at various levels, or changes in procedures for processing bids in order to expedite the work of the section.
17. Acts as section manager in the manager's absence by performing administrative duties and by giving additional direction to subordinates.

E. Supervision

18. Discusses assignments with Utility Buyers and with other subordinate staff in order to arrange work activities and to resolve problems
19. Approves requests for use of vacation and sick leave and changes work schedules as needed to complete jobs on time.
20. Keeps records on work of subordinates and meets regularly with them in order to improve and/or maintain productivity and ensure compliance of City requirements (such as the Charter, Administrative Code and Supply Chain Services policies).
21. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities such as conducting performance evaluations of subordinate personnel related to their required duties and provides counseling and/or disciplinary action if necessary, recommends training, and prepares all employees for advancement.