

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: PURCHASING AND FACILITY ASSOCIATE

CLASSIFICATION: TECHNICAL

GRADE LEVEL: ONE-FOUR

SCOPE OF RESPONSIBILITIES:

The Purchasing and Facility Associate is responsible of completing various tasks related to the coordination of activities within the procurement of facility and inventory related parts, service orders and office supplies at MTA. The Purchasing and Facility Associate will be responsible for maintaining filing systems for the overall organization of facility maintenance records and procurement bid files.

SUPERVISION BY: DIRECTOR OF PROCUREMENT AND FACILITIES

PRINCIPAL RESPONSIBILITIES:

- Clerical tasks including organizing and filing the Purchase Orders and Project paperwork and EAM Facility work orders.
- Maintain Facility preventive maintenance records and maintenance schedules on Facilities
- Maintain contact with all vendor service personnel and coordinate service/maintenance of MTA office and facility equipment
- Maintain system of tracking inventory of Facility equipment
- Maintain system of recurring and expiring contracts
- Assist Purchasing Agents on Inventory part orders
- Assist in Facility Quality Inspections
- Assist in Warranty Recovery of Facility equipment
- Run report on open purchase orders and follow-up with vendors to ensure timely delivery of parts
- Maintain working knowledge of the Purchasing data system and develop effective skills in the utilization of the data system to aid work performance
- Reduce costs of the MTA by obtaining price quotes from multiple suppliers
- Prepare periodic vendor reports
- Know and perform all job duties within scope and direction of MTA policies and procedures
- Maintain a positive relationship with all internal and external customers
- Provide coverage for inventory staff as needed
- Perform other duties, as assigned

QUALIFICATIONS:

Satisfactorily perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiency in PC base applications including Microsoft Excel, Outlook, and Word required
- General clerical skills
- Math/Analytical skills
- Well-developed organizational skills.
- Strong interpersonal and communication skills.

EDUCATION and/or EXPERIENCE:

- 2-year Associates Degree with two years' experience in either facility management, purchasing, inventory **OR**
- 5 years' experience in either facilities, purchasing, inventory with clerical experience

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain consistent and effective communications, both written and oral, with all divisions and supervisors to insure effective management relationships
- Maintain a professional attitude and establish working relationships with all internal and external customers
- Maintain strict adherence to prescribed purchasing procedures and the use of sound judgment when making decisions on purchasing on behalf of the Mass Transportation Authority
- Maintain accurate records and files regarding purchases of grant applications and contracts in coordination with the Director of Procurement and Facilities
- Maintain strict adherence to all applicable Mass Transportation Authority policies and procedures to ensure effective workflow

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.

Typical of an office environment

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.

Typical of an office environment

WAGE

Determined by the Level of Experience and Education of applicant

APPLICATION SUBMITTAL

Applications will be accepted until the position is filled. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!