

**TECHNICAL PROCUREMENT SPECIALIST****NATURE OF WORK**

This is specialized work of considerable variety which involves preparing technical specifications for bridge components, parts and equipment; researching manufacturers; ordering bridge components, parts and equipment; and verifying received items meet specifications.

An employee in a position allocated to this class procures bridge components, parts and equipment. The work requires knowledge of programmable logic controller systems, electro-mechanical controls for hydraulic systems, electrical/electronic operating systems and associated components which are utilized in the repair and maintenance of bascule bridges. The work involves site visits to determine equipment that must be procured and to occasionally deliver equipment. This differs from the Procurement Specialist in preparing specifications for technical equipment and verifying received items meet specifications. Work is performed independently and is reviewed for accuracy by the Maintenance Supervisor.

**EXAMPLES OF WORK**

Conducts site inspections to determine equipment, materials and components for procurement.

Researches technical manuals and the Internet to locate equipment, materials and components.

Researches and evaluates new technology for bridge operating systems.

Initiates requisitions and submits appropriate information to Purchasing.

Enters Master Agreement Delivery Orders, CRO's, KPO's, DPO's and SRO's into the Advantage 3 Financial System ("Advantage 3") and produces statistical reports.

Inputs and assimilates data into Advantage 3.

Expedites and tracks the Bridge Section's purchases.

Contacts vendors for delivery dates, follows up on late orders, and notifies internal customers regarding order status.

Recommends alternative solutions for late or cancelled orders.

Responds to requests for additional information from the Purchasing Department and from vendors and Finance.

Prepares confirming orders, proprietary orders, for review by the department director and submission to the Purchasing Department.

Researches and obtains cooperative purchase ("piggybacking") information as required by the Purchasing Department.

Verifies received orders meet specifications.

Authorizes payments of invoices or return of merchandise.

Enters receivers into LGFS or Advantage 3 for applicable two-way or three-way match.

**TECHNICAL PROCUREMENT SPECIALIST CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Solicits at least 3 competitive quotations for decentralized purchases (DPO's,).

Solicits at least 5 competitive quotes for KPO's (Construction Contracts under \$25,000) in accordance with the Purchasing Code and applicable PPM.

Negotiates solutions with vendors.

Performs related work as required.

Considerable knowledge of bascule bridge equipment, components and parts including hydraulic systems, programmable logic controller systems and electrical/electronic operating systems.

Knowledge of business English, spelling and math.

Some knowledge of purchasing principles, policies and procedures.

Skills in fundamental computer operations and purchasing applications.

Ability to assimilate, analyze and summarize data relative to the procurement function.

Ability to work independently and exercise good judgment.

Ability to establish and maintain effective working relationships with employees at all levels in the organization and vendors.

Ability to communicate effectively, both orally and in writing.

**MINIMUM ENTRANCE REQUIRMENTS**

Graduation from high school or an equivalent recognized certification; four (4) years of technical experience with industrial electronics, electrical, mechanical and/or hydraulic systems including two (2) years of experience in computer operations and/or procurement; or any equivalent combination of related training and experience.

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