

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**September 19, 2022**

**TITLE:** Manager, Materials and Inventory Control and Warranty  
**EMPLOYMENT TYPE:** Non-Exempt (Full Time)  
**DIVISION:** Bus Operations  
**APPLICATION DEADLINE:** **Monday, October 10, 2022**  
**PAY RANGE:** **\$52.93 - \$79.39 Hourly (\$110,089.00 - \$165,134.00 estimated annual)**  
**WORK LOCATION:** South San Francisco, CA

**GENERAL:** The Manager, Materials and Inventory Control manages, directs, supervises, and coordinates the processes, procedures, and operations of the Stores department within the Bus Maintenance Department. This position is responsible for the maintenance of the computerized inventory management system, management of inventory levels of consumable materials, parts, and supplies. Oversee ITS, facilities, and running repair maintenance programs in support of departmental goals. Manages unionized and administrative employees located in two separate locations (storerooms).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assumes full responsibility for all departmental services and activities to include warehouse (stores) management, inventory control, planning, procurement, administration, and warranty processing. Oversees, recommends, and administers policies and procedures for material and inventory controls including Warranty Administration. Coordinates excess/obsolete inventory for disposition.
- Manages and participates in the development and administration of the Stores Annual Operating and Capital budgets in support of funds needed for capital parts, warehouse equipment, supplies and contractual services.
- Plans, organizes, and assigns inventory checks and monthly cycle counts; develops, modifies, and implements procedures that improve warehouse operations. Directs annual physical inventory activities with internal departments and contracted outside 3rd party agency.
- Responsible for managing personnel matters including hiring, training, motivating, and evaluating assigned employees. Assigns appropriate services, staffing level, and internal operations of District's Parts Storerooms, as well as establishing and monitoring applicable District/Division/Department policies and procedures.
- Manages the District's warranty claim administration process, by directing and supervising the Warranty Analyst. Establishes goals and objectives.
- Experience managing represented employees with knowledge of collective bargaining agreements.
- Ability to manage multiple inventory locations preferred.

## **EXAMPLES OF DUTIES:**

- Forecasts, plans, purchases, and monitors order quantities, product lead-times, vendor performance, and product quality and reliability. Determines appropriate inventory levels (min/max) in support of Inventory Budget. Conducts evaluations for alternate sources of supplies, performs lead-time analysis of deliveries, and initiates follow-up (expediting) action for supplies and services.
- Performs and compiles part analyses, usages reports, and inventory carrying cost. Insures proper level of parts for no-revenue vehicles. Identifies obsolete/excess inventory items and coordinates the return of materials to vendor or for disposition. Assigns priority handling for procurement of material urgently needed or emergency parts to appropriate Stores locations.

- Evaluates the material management operations processes and procedures for effectiveness, such as receipt, storage, and distribution of material, parts, and supplies; reviews and evaluates the computerized Material Management inventory system and recommends modifications for effectiveness, accuracy, and efficiency improvements.
- Collaborates with vendors, service suppliers, and manufacturers to evaluate products and discuss specifications and requirements to make recommendations to the Director, Maintenance. Collaborates with the Bus Contract Administrator to prepare and review material for bid specifications. Participate in new vehicle procurement specification.
- Performs other duties as assigned.

**SUPERVISION:** Works under the guidance and direction of the Director, Bus Maintenance who establishes goals and objectives, monitors, and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training, and Supply Chain experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and ability to perform this job is typically obtained through but not limited to:

- Associates degree, certificate in Supply Chain, Business Management, supervision, public administration, or closely related field.
- Five years of experience in an automated materials management system and procurement functions.
- Three years of experience supervising personnel engaged in supply chain functions, inventory management, physical distribution, and purchasing activities, or a combination of education and experience demonstrating the ability to successfully perform the essential functions of this position.
- Two years computer experience (MS Office, Adobe, and SAP) required.

**PREFERRED QUALIFICATIONS:**

- Strong verbal and written communication skills.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Paid Time Off:	Up to 26 (PTO) days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> <li>• Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation</li> <li>• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation</li> </ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application by **11:59 p.m. on Monday, October 10, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.