



January 2022
FLSA: NON-EXEMPT

PURCHASER/PLANT ASSET COORDINATOR

Carmel Area Wastewater District is currently accepting applications for the position of: Purchaser/Plant Asset Coordinator. We have a positive company culture that encourages learning and collaboration. The right candidate will have a growth mindset that will bring new ideas to the District and in turn will be given the opportunity to learn about water treatment and recycling.

Description:

Under general direction, develops, communicates and executes maintenance plans and schedules to utilize plant resources effectively and efficiently. Increases reliability of plant equipment and reduces maintenance cost by administering robust and accurate Computerized Maintenance Management Software (CMMS) and performs related work as required. This individual will work closely with maintenance, operations, the plant engineer, collections staff and vendors.

This is an administrative position that performs a variety of administrative, purchasing, inventory contracts and maintenance work coordination for the District. This position requires some public contact, the frequent use of tact, discretion, and independent judgment, knowledge of laws and regulations governing maintenance administration, purchasing, and the ability to communicate clearly and effectively.

Position:

This is a Non-Exempt, Full-Time position that will be reporting directly to the Maintenance Superintendent.

License:

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- 2-year Associate degree (or professional training) in Business Administration, Information System, Engineering, or related fields. Associate degree in Computer Science or equivalent, but not required. High school diploma or equivalent

- 3-5+ years of related experience in a maintenance driven or manufacturing environment
- 2+ years' data analysis experience in the facilities maintenance program, specifically in asset management and spare part optimization
- Must be self-driven, organized and be able to work in a fast-paced team environment

Location: Carmel, CA

Hourly: \$37.41/hour

Benefits: Medical, Dental, Vision, LTD, Life, CalPERS and more

Application Deadline: January 24, 2021

Please email your resume and to request an application: hr@cawd.org

A complete application packet MUST include: CAWD Employment Application, Cover Letter & Resume