

POSITION TITLE: Purchasing Agent/Materials Manager

STATUS: Non-Exempt

SALARY: AFSCME Union, Level 15 (\$38.7846/hour)

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

Working under the direct supervision of the VP of Procurement, the Purchasing Agent/Materials Manager (PA/MM) is responsible for managing inventory and control of all agency assets through oversight of the agency's central warehouse. In collaboration with department heads, the PA/MM determines supply needs, purchases supplies and materials according to regulations, specifications, and demand, and controls receiving and inventory procedures. The PA/MM oversees receipt, storage, shipping, and disbursement of materials, supplies, and equipment/fixed assets, and keeps detailed records.

The PA/MM directly supervises a team of 3-5 warehouse staff, responsible for their management, including coaching, training, evaluating, and performance management, in collaboration with the VP of Procurement. Qualified candidates will be able to exercise initiative and individual judgment based on background and experience and will be able to contribute to long-term planning that will assist the agency in maintaining compliance and controlling costs.

This is a full-time, fully benefited, onsite (not remote) position located in Worcester, MA, with normal business hours of Monday through Friday, 8:00 a.m. – 4:30 p.m. This position is part of the AFSCME union. Wages are non-negotiable and set by the union collective bargaining agreement.

ESSENTIAL FUNCTIONS:

1. Supervises, manages, and directs all supply/warehouse personnel.
2. Works with the VP of Procurement to procure needed materials, supplies, and equipment for the agency.
3. Conducts research and engages with vendors to secure competitive pricing when strategically sourcing goods and services, in accordance with applicable procurement guidelines.
4. Issues purchase orders based on price quotes, quality, availability, and dependability of materials.
5. Maintains optimal inventory levels to ensure on-time deliveries to meet operational and seasonal requirements, based on work order estimates.

6. Establishes procedures and supervises the annual physical inventory of assets and materials, and conducts periodic audits as needed, including regular cycle counts during the year to confirm physical counts to system numbers.
7. Ensures that practices and procedures follow state and federal procurement guidelines.
8. Maintains active accounting of inventory items including description, quantity, minimum and maximum reorder points, location in warehouse, cost, vendor, deliveries, and withdrawals and makes recommendations regarding that inventory.
9. Facilitates meetings as needed and generates monthly reports on supply status and materials management, and other reports as needed or requested.
10. Completes quality control inspection on incoming materials and supplies, including checking for defects and quantity counts, and verifying against purchase order.
11. Maintains the inventory control functions of the WHA, ensuring compliance with acceptable practices and procedures.
12. Responsible for managing and directing preventative maintenance of warehouse equipment.
13. Ensures supplies and materials are stored safely and in accordance with regulations, including DLS/OSHA.
14. Position involves walking, lifting, carrying, loading, and unloading materials and equipment, occasional driving, and use of a forklift and/or other equipment/machinery as needed.
15. Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's degree in related/relevant field required.
2. Minimum of five years of experience managing a warehouse/materials inventory, including a demonstrated understanding of supply chain cycle and key metrics.
3. Minimum of three years of experience directly supervising staff.
4. MCPPO certification, preferred (must be able to obtain within the first year of employment).
5. Physical ability to perform the essential functions of the position and to operate warehouse equipment as required.
6. Must possess (or be able to obtain within 90 days) and maintain any legally required certifications to perform the essential functions of the position, including forklift certification.
7. Must possess a valid, insurable driver's license.
8. Ability to identify equipment, materials, and supplies, as well as potential defects and hazards.
9. Demonstrated knowledge of safe storage of equipment, materials, and supplies.
10. Ability to use Microsoft Office software (Word, Excel, Outlook, Teams), data entry, and inventory management systems.
11. Strong attention to detail and organizational skills; ability to create structure and order in a warehouse setting, maintain clear and accurate records, and identify inaccuracies or discrepancies.
12. Excellent analytical and critical thinking skills
13. Effective communication skills, both written and verbal. Ability to interact and build relations across departments, with senior management, vendors, and stakeholders.
14. Strong time management skills required; ability to balance priorities across multiple internal and external stakeholders under tight timelines.
15. Ability to be relied upon to be available for work.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS:

This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, may encounter undesirable pests. A WHA employee in this position must be able to meet all of these requirements.

Environmental:

1. Ability to work in a warehouse environment and in all weather conditions.
2. Ability to work in an environment with conditions such as sleet, snow, dust, and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.
4. Ability and willingness to wear any and all protective and safety clothing and devices as instructed, which may be required to work in the environments outlined above.

Physical:

Constant (70%-100%)	Frequent (30%-70%)	Occasional (0-30%)
Eyesight/hearing	Pushing/pulling up to 50 lbs.	Pushing/pulling over 50 lbs.
Lifting/carrying up to 25 lbs.	Lifting/carrying up to 50 lbs.	Lifting/carrying over 50 lbs.
Pushing/pulling up to 25 lbs.	Climbing stairs/ladders	Driving
Repetitive hand/arm motion	Operating equipment	
Walking/standing	Bending/twisting at waist	
Sitting	Kneeling/squatting	
	Reaching above shoulder	