

HEALTHFORCE

O C C U P A T I O N A L M E D I C I N E

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Worker: _____ SS#: N/A Claim #: _____
 Job Title: Senior Buyer DOT Title: Buyer DOT Code: 162.157-018
 Employer: Port of Seattle Supervisor: Tim Jayne
Pier 69
 Address: Seattle, WA 98111 Phone/Fax: (206) 728-3237
 VRC Job Analyst: John T. Foito MA CRC VRC ID: 3510
 Phone/Fax: (425) 806-5711/ 806-5701 Date Performed: 9/23/03

Work Schedule

Shift: **Normal work Schedule M-F 8:00 a.m. – 4:30 p.m.**

Overtime: As required.

Purpose: To provide high level oversight, management, administration, and specification development, for the acquisition of medium to highly complex goods and services integral to the Capital Improvement Projects, business plans and initiatives of the Port's Lines of Business.

Job Summary (* Denotes essential function)

Function	SVP	Strength
<ul style="list-style-type: none"> • Provide lead direction, mentoring and guidance, technical advice and training to Buyers and other Purchasing Staff. • To properly dispose of the Port's Surplus Personal and abandoned property. • Act independently handling more complex capital purchases often times exceeding a million dollars in value, authorized to negotiate and contract on behalf of the Port. • Develop complex bid specifications; prepare bid/proposal documents, develop criteria for and conduct evaluation, award and administer contracts. Respond to bidder protest requests for Public Information. • Provide communication and training organization-wide on Purchasing Policies and Procedures. • Act as an expert resource for the interpretation and application of Purchasing Policies and Procedures. • Build sound relationships with internal and external customers and suppliers. • Pro-active in implementing and guiding process improvements. • Provide non-traditional purchasing contracting expertise, guidance and development to the Lines of Business i.e. concession agreements. • Monitor/audit Professional Service Agreements. • Functional specialist for the Purchasing Module of the Financial Database. Makes decision on application of features. Develop training materials, conduct training, system test plans. 	6	L, Light.

Worker:

Claim#:

• Manage and administer Blanket Vendor Contracts.		

Competencies Required to Perform This Job: (including certification, skills & testing as appropriate)

Knowledge, Skills, Abilities:

- Problem solving, analytical and decision making skills
- Effective oral and written communication skills
- Ability to manage multiple priorities
- Planning and organization skills
- Ability to manage complex, time-critical projects
- Advanced negotiation and conflict resolution skills
- Self-motivated and team oriented
- Facilitation and presentation skills
- In-depth knowledge of Contract Law, Uniform Commercial Code, standard Purchasing Principles and Practices.
- Strong Interpersonal Skills
- Strong Customer Service Skills
- Ability to work with a Diverse Workforce

Minimum Requirements:

- Bachelors Degree in Business Administration or related field.
- (5) years increasingly responsible experience in Purchasing and Contract Management.
- Must demonstrate knowledge of and experience in developing, negotiating, and administering major procurement contracts for technically complex bids and services.
- Excellent verbal and written communication skills
- Valid Washington State Drivers License
- Thorough knowledge of Purchasing procedures and applicable Federal, State, and Local Laws and Regulations
- Proficiency in MS Word, Excel
- General understanding of Computer technology
- Equivalent combination of education and experience may substitute for stated requirements.
- Must pass FAA security background clearance

Preferred Qualifications:

- CPM – Certified Purchasing Manager certification
- CPPO – Certified Public Purchasing Officer certification
- Previous experience in Public Purchasing
- Experience in PeopleSoft Financials – Purchasing Module
- Experience in e-Commerce applications

Tools / Safety Equipment

Office setting – Ergonomic computer stations.

Additional Comments: (Feasible job modifications / accommodations)

Decision Making:

- Enter into contracts up to \$27,500 without additional approval.
- Frequently called upon to interpret contract intent relative to performance, scope and breach issues. Evaluate and recommend remedies available that are in the best interest of the Port based upon experience and knowledge.
- Independently develop and implement acquisition strategies for unique services or technical commodities for all lines of business.

(Errors made by this position can result in flawed procurement processes, affect sequencing of workload in division, create legal liability unanticipated by the Port and delay highly visible projects or programs.)

Problem Solving:

- Often called upon to resolve vendor or contract performance issues. Meet with parties involved, determine real issues, evaluate and interpret contract requirements, negotiate resolution of settlement.
- Regularly requested to provide procurement services with unrealistic deadlines and insufficient specification to meet critical project timetables, Evaluate established procurement options, negotiate acceptable time frames, use knowledge and skills to adequately define specification and requirements, and creatively develop solution (bids/proposals) that will ensure customer time tables are met and that the integrity of the process is maintained within Port Policies and Procedures.

Budget:

- Prepares and distributes industry forecasting information for use in organizational budget preparation.

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Physical Demands

Lifting:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Lowest point / Highest point
01-10 pounds			x			
11-20 pounds		x				
21-35 pounds	x					
36-50 pounds	x					
51-75 pounds	x					
76-100 pounds	x					
100 + pounds	x					

Carrying:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Maximum Distance Carried
01-10 pounds			x			
11-20 pounds		x				
21-35 pounds	x					
36-50 pounds	x					
51-75 pounds	x					
76-100 pounds	x					
100 + pounds	x					

Push/Pull: (Max Force)	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Maximum Distance Moved
01-10 pounds			x			
11-20 pounds		x				
21-35 pounds	x					
36-50 pounds	x					
51-75 pounds	x					
76-100 pounds	x					
100 + pounds	x					

Reaching:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Objects / Weight
Overhead		x				
At or ↑ shoulder			x			
Below shoulder				x		Light folders/notebooks

Sitting:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Type of Chair/Stool or Other
				x	x	Computer station – 6+ hrs/day

Standing: (Stationary)	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Type of Surface
		x				

Walking:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Type of Surface / Distances
		x	x			Depending upon activity

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Climb / Balance:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Comments
Stairs		x				
Ladders	x					
Other (define)	x					
Operate foot controls			x			Driving vehicle

Trunk Function:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Comments
Neck rotation sideways				x		Using computer monitor
Head bend up / down				x		“ “ “ “
Bend / Stoop (waist)			x			In and Out of chair
Twist (waist)			x			“ “ “ “ “
Squat / Crouch		x				Picking up items (low)
Kneel		x				“ “ “ “
Crawl	x					
Lie down	x					

Upper Extremity:	Never	Limited 0-1 hr	Occasional 1-3 hrs	Frequent 3-6 hrs	Constant 6-8 hrs	Comments
Handling / grasping			x			
Forceful gripping *	x					
Fine Finger Manipulation				x		Computer keyboard,
Keyboarding / mouse				x		10-key, and mouse
Repetitive motion **				x		
Low impact tools	x					
High impact tools	x					

* Forceful Grip: Work requiring the application of 8 lb or more of force in a pinch grip and/or 25 lb or more in a power grip.

** Repetitive Motion: Using the same motion with little or no variation every few seconds, excluding keying activities (per Department of Labor and Industries Ergonomics Rule WAC 296-62-051), and/or 2000 hand motions per 8 hour shift (250 motions/hour).

Seeing:	Near Acuity: Yes	Far Acuity: Yes
	Depth Perception: Yes	Field of Vision: Yes
	Color Discrimination (note colors): N/A	

Hearing/Talking: Must be able to communicate with co-workers, contractors, and the public.

Environmental / Atmospheric Conditions and/or Hazards:

Percent inside: 95%	Percent outside: 5%	Temperature (extremes): Minimal			
Noise level (low, moderate, high): low (except when at airport).				Vibration? No	
Dust? No	Odors? No	Fumes? No	Mists? No	Gases? No	Vapors? No
Chemicals - Type: N/A			Work with directly?	Proximity to?	

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Behavioral Factors

GED: R: 4 M: 3 L: 4	(Level 6 is high; Level 1 is low)
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Worker Characteristics

Worker Functions:	Data: Coordinating	People: Persuading	Things: Handling
<p>Temperament:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Directing, controlling or planning activities of others. <input type="checkbox"/> Performing repetitive or short-cycle work. <input checked="" type="checkbox"/> Influencing people in their opinions, attitudes and judgments. <input checked="" type="checkbox"/> Performing a variety of duties. <input type="checkbox"/> Expressing personal feelings. <input type="checkbox"/> Working alone or apart in physical isolation from others. <input checked="" type="checkbox"/> Performing effectively under stress. <input type="checkbox"/> Attaining precise set limits, tolerances and standards. <input type="checkbox"/> Working under specific instructions. <input checked="" type="checkbox"/> Dealing with people. <input checked="" type="checkbox"/> Making judgments and decisions. 			

Addenda used: (attached) See Psychological and Neurological Issues attached.

Information for this Job Analysis was obtained during an on-site review of the work area, inquiry with a supervisor, and from the Dictionary of Occupational Titles.

By signing below, I agree that this is an accurate representation of the above-referenced job.

Tim Jayne _____
Supervisor's signature

Date

John T. Foito MA CRC _____
Vocational Rehab Counselor's signature

Date

Employee's signature

Date

Physician's Certification

Employee released for work as of _____

_____ Employee **can** perform this job as described.

_____ Employee **can** perform this job **with modifications** as noted below.

Temporary - until _____ Permanent

_____ Employee **cannot** perform this job.

Temporary - until _____ Permanent

Physician's Comments: _____

Physician's signature

Date