

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Purchasing Operations Technician

Purchasing Operations Technician performs a wide variety of procurement-related tasks and administrative duties. Employee exercises judgement and initiative within a well-defined set of pre-established parameters. Employee must be able to work independently and in a team environment. Duties require frequent external and internal contacts. Frequent verbal and written communication are required, as is interpretation and explanation of policies and procedures. The Purchasing Operations Technician role supports purchasing, maintains vendor records, and processes orders. Key duties will also include providing clerical support to the facilities department (e.g., maintain files, tracking projects) and covering shipping and receiving duties (e.g., unloading, inspecting, and logging shipments) when primary Postal and Shipping Clerk is unavailable. Tasks normally are accomplished within well-defined procedures with occasional non-routine work involved. Limited discretion, some initiative required, no permanent supervisory responsibilities. This is an hourly, union position.

DUTIES

Purchasing Duties:

- Prepares purchase orders and places orders with vendors; prepares request for quotation, bid, and/or proposals, receives submissions, selects vendors, and awards contracts.
- Processes receiving data, credits, and invoices for payment and general ledger posting.
- Contacts vendors to resolve shipping discrepancies, backorders, or quality concerns.
- Responsible for Academy records as assigned.
- Works collaboratively with receiving personnel to ensure proper recording of shipments on necessary paperwork.
- Participate in yearly financial audit as needed.
- Reconciles open purchase orders in system to ensure proper commitments are maintained for proper budgeting procedures.
- Ensures that purchasing procedures follow State OPEGA rules and forwards to attention of supervisor any concerns in this area.
- Train all Academy personnel on the purchasing policy and OPEGA rules as needed.
- Maintains filing systems and detailed records.
- May process confidential information.
- Screens calls, visitors, and mail.
- Composes and signs correspondence as necessary.
- Schedule meetings, conferences, and travel for department as necessary.
- Performs other duties as assigned.

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- Central point of contact for the facilities department. Greet visitors, assist facilities customers (students, faculty, staff, vendors, and college guests) with a wider variety of services.
- Assist facilities managers with product pricing, specifications and purchasing system training.
- Monitor supplies and equipment.
- Maintain Vendor Certificates of insurance.
- Accurately and efficiently input utility bills and other data into various tracking programs.
- Track required services related to plant operations to ensure satisfactory completion, receiving services and processing documents for payment.
- Coordinate and track major facilities projects with internal departments and external organizations to ensure necessary reports can be produced and work/supplies are properly tracked.

Academy Mail and Receiving Duties (Backup):

- Pick up Academy mail from post office in Academy vehicle and sort and deliver to appropriate staff and/or departments.
- Receive, unload, and sign for incoming shipments from couriers and vendors.
- Inspect deliveries for damages and verify contents against packing slips and purchase order.
- Log receiving data in appropriate receiving software system.
- Distribute packages throughout campus.
- Dispatches outgoing mail back to post office.
- Operates Forklift (training provided), pallet jack, hand truck and delivery van.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Proficient in the use of MS excel.
- Strong interpersonal, verbal and written communication skills.
- Adept at learning and using software programs to include Microsoft Office products and purchasing and receiving software.
- Ability to use discretion and diplomacy in dealing with students, parents, staff, and colleagues.
- Ability to process sensitive information and maintain confidentiality.
- Meticulous attention to detail.

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- Excellent organizations skills, including ability to handle multiple tasks, meet deadlines, and prioritize assignments.
- Ability to become familiar and knowledgeable about Academy infrastructure, policies and procedures.
- Ability to work both independently and as part of a team.
- Ability and willingness to learn multiple software programs.

QUALIFICATIONS

- High School diploma or General Education Diploma (GED) required.
- Associate's degree preferred.
- 2-4 years of experience preferred.
- Proficiency with MS-Office suite or similar programs required.
- Customer service, flexibility and strong interpersonal skills required.
- Must have forklift certification or attain it within 6 months of hire.
- Valid driver's license required and able to be approved as an Academy driver.
- Background check required.

PHYSICAL/ENVIRONMENTAL FACTORS

- Required to manipulate keyboard.
- Requires sustained use of computer monitor.
- Generally sedate, however when assisting Receiving will require moderate physical activity with occasional bursts of heavy exertion when lifting.
- Uses hands and arms to reach, lift, and/or carry.
- Requires handling of objects of 25-50 pounds on a regular basis.
- Infrequently lifts, carries, walks with packages up to 75 pounds and very infrequently, up to 100 pounds.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors.
- Infrequently requires moving all around campus, encountering outside weather extremes, wet and/or humid conditions.
- Occasionally risks exposure to chemicals while labeling and delivering.
- Noise level can be moderate to loud.

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Maine Maritime Academy Position Factor Evaluation			
	Job Title: Purchasing Operations Technician	Job Code: 11950	
	Wage Grade: 16	Total Points: 400	
	Factor	Degree	Points
1	Knowledge and Skill	5	180
2	Effort		
	A. Mental and Visual Effort	4	32
	B. Physical Effort	3	30
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	A. Injury to Others	2	16
	B. Supervisory Responsibility	2	16
	C. Sensitive Information and Records	3	24
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	5	40
	Date of last reclassification: 2026-06		