



Columbia Power & Water Systems

Purchasing Manager

Columbia Power & Water Systems (CPWS) is a public utility proudly serving the citizens of Columbia and Maury County Tennessee since 1939. CPWS has an open Purchasing Manager position. The Purchasing Manager is responsible for negotiating contracts, managing supplier relationships, analyzing supply markets, and ensuring timely delivery of items with a focus on cost-effectiveness and quality assurance for CPWS.

The primary duties & responsibilities of this position include:

- Responsible for ensuring CPWS supply inventories are maintained across all departments including office supplies, break room supplies, operational supplies, and other areas as needed.
- Responsible for overall vendor management including maintaining vendor files that include the best source, adequately cover availability of needed products and services, vendor performance history and any other items needed to maintain current vendor files.
- Ensures CPWS purchasing is in compliance with state and local laws applicable to purchasing and company purchasing policies
- Prepares, processes and maintains purchase order and other purchasing files.
- Leads the bid process, including preparation, advertising, tabulating, and providing bids to Executive Vice President for Board approval. Maintain bid files.
- Assist department leaders in preparation of specifications for bids; maintains bid specifications and historical performance files.
- Provides details to department leaders in preparation of departmental budgets.
- Responsible for the sale of surplus items including working with accounting and department leaders on sale of items, advertising, receiving bids, and the sale of the item(s). This includes scrap material.
- Explores new sources of supply to ensure CPWS is soliciting from all viable suppliers
- To ensure Safety Data Sheets (SDS) arrive with shipments and are routed to the correct internal department to ensure compliance with all laws and regulations.
- Oversee CPWS warehouse including:
 - Ensure adequate inventory levels are available to meet the requirements of CPWS
 - Deliver materials and supplies to work sites when needed, during restoration work; Purchasing Manager acts in a back-up capacity when needed for deliveries.
 - Ensure SDS are posted with all required materials
- Other duties as assigned.

Physical Requirements:

- Ability to lift 0 – 20 pounds 2 hours per day
- Ability to lift and carry objects weighing up to 10 pounds for 2 hours a day
- Ability to sit or stand for up to 2 hours at a time, up to 8 hours per day

- Ability to talk, see, hear, reach, handle, and feel
- Ability to use eyes, hands, and fingers to operate computer keyboard quickly and accurately.

Education, Experience, and Qualifications:

- High School Diploma or equivalent required.
- 8 years of experience in purchasing or similar experience required, with a minimum of 1 year of experience managing a purchasing area and overseeing inventory required. Purchasing experience preferred in the purchasing of materials, supplies and equipment in the utility or construction field. A degree in lieu of some required experience will be considered.
- Extensive knowledge and use of Microsoft Office products, specifically Outlook, Word and Excel.
- A valid State of Tennessee Driver's License is required; driving record must meet the requirements to be covered by CPWS liability insurance.
- Bachelor's or associate degree in business administration or similar field preferred.
- Experience using customer information systems, bidding software or utility specific software, such as Local Government or NISC preferred.
- Experience in a utility preferred

Compensation Package:

CPWS offers competitive compensation and benefits. Highlights of the benefits included in this package are healthcare, dental, and life insurance plans with all premiums funded by the employer. CPWS also offers a 401(k)-retirement plan to all eligible employees after one year of service. The plan allows elective deferrals from 4% to 75% of compensation and CPWS contributes 8% of compensation to the plan.

To apply, please visit our website: cpws.com/employment. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job ad does not constitute a written or implied contract of employment.