

## **Van Buren County Road Commission**

### **Job Description**

<b>Title:</b>	Purchasing Clerk	<b>Effective Date:</b> February 5, 2026
<b>FLSA Classification:</b>	Non-Exempt	
<b>Department:</b>	Administration	
<b>Pay Grade:</b>	Administrative Grade 2	

#### **Job Summary**

The Purchasing Clerk manages purchasing operations and provides facilities support for the Van Buren County Road Commission. This position is responsible for purchasing materials, supplies, and equipment in accordance with policy; maintaining inventory and supply areas; coordinating vendor relationships; overseeing facility inspections; and managing safety documentation including SDS and hazardous materials programs. The role requires strong organizational skills, attention to detail, and the ability to balance cost-effectiveness with operational needs while supporting both the Fleet & Facilities and Operations departments.

#### **Supervisory Structure**

Reports to the Finance and Human Resources Director and Fleet and Facilities Supervisor or their designee.

#### **Essential Duties/Responsibilities**

- Register employees for training, make travel arrangements, and log into Vairkko
- Maintain parts room, cleaning supply closets, office supply areas, etc
- Manage inventory/supplies charge out sheets
- Month end balancing of related accounts
- Make purchase based on requests, work orders, necessary inventory, materials and projects in accordance with the purchasing policy. Code invoices properly for submission to the Accountant for payment.
- Obtain and document quotes, MiDeal contracts, etc and retain appropriate documents according to the purchasing policy.
- Interact with salespeople, parts/material suppliers, Fleet & Facilities Department, Operations Department, and other staff to make purchases in the most efficient and cost effective manner possible.
- Oversee the facility inspection process
- Maintain SDS and the Hazardous Materials Program as well as participate as a member of the Health and Safety Committee and in other safety related matters.
- Participate in physical inventories of fuel, signs, parts, pipes, and miscellaneous materials.
- Assist in the development and implementation of policies and procedures relating to purchasing.
- Assist the Fleet and Facility Supervisor as needed
- Assist with the maintenance of all Road Commission facilities
- Perform other duties as assigned

## Qualifications and Experience

- High school diploma, GED, or equivalent.
- Valid Michigan driver's license
- Preference to those with inventory management experience
- Ability to learn how to read parts schematics and wiring diagrams for heavy equipment
- Ability to communicate courteously and effectively with coworkers, vendors, and the public.
- Able to work independently and as part of a team.
- Willing and available to be on call and work extended hours as needed.

## Physical Requirements

- **Physical Mobility:** Ability to stand and/or sit for extended periods, move over uneven terrain, and navigate tight spaces around equipment. Ability to perform work in extreme or unpleasant environmental conditions.
- **Vision:** Ability to read instructions, directions, and similar written information in letters, memos, forms, and other documents. Ability to visually inspect equipment and vehicles to identify damage or mechanical issues.
- **Hearing/Speaking:** Ability to converse orally via telephone, radio, and personally to receive and communicate information to employees and the public. Ability to hear and interpret warning sounds from equipment and vehicles.
- **Agility/Movement:** Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 lbs. Ability to bend, kneel, crouch, and reach in order to perform maintenance tasks on various equipment and vehicles.

## Compensation & Hours

- Starting Pay: \$30.53/hour
- Schedule: 40 hrs/week + overtime
  - May-Oct: Mon-Thu, 6:00 am-4:30 pm
  - Oct-May: Mon-Fri, 7:00 am-3:30 pm

## Benefits & Allowances

- Insurance: Health (HRA/HSA), dental, and vision at hire; employer pays MI Hard Cap at minimum.
- Retirement: Defined Benefit Pension (1.7 multiplier) + required 4% contribution.
- Leave: 7.5 hrs/month vacation after 1 month; 72 ESTA/sick hrs/year; 12 holidays.
- Wellness Program with financial incentive.
- Allowances: \$300 boot/clothing

## Disclaimer

This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the position change.