

CITY OF SALEM
SENIOR PARTS SPECIALIST

00047

NATURE OF WORK

This is responsible lead work in the daily management of fleet inventory, supplies, and parts for automotive, medium/heavy truck, and other fleet components including identifying, ordering, dispersing, storing and accounting for inventory.

Work involves responsibility for requisitions, receipt, storage and distribution of supplies and equipment. A large inventory is maintained in a computer data base which includes automotive, medium/heavy truck, and specialized small equipment, tires, fuel, special tools and other related fleet items. Daily management of the inventory involves auditing requisitions, disbursement records, and receipts for compliance with inventory maintenance standards and purchasing procedures. Work direction is provided to a small staff including defining work procedures, assignments, and auditing completed work. This is not a full supervisory classification but lead direction of others is required. Considerable independent judgment is expected within prescribed procedures. Performance is reviewed by an administrative supervisor based on completion of goals and compliance with purchasing regulations and Division policies.

This classification is distinguished from the Parts Specialist by the level of expertise in inventory management over fleet parts and supplies and the lead worker responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Maintains a computerized data base of all current inventory of automotive parts and supplies; audits requisitions, disbursement documents for completeness and accuracy of part information and charges; advises Parts Specialists of any discrepancies and maintains accuracy of inventory, accounts charged for parts and supplies and accurate inventory maintenance. Ensures new parts, supplies and components are included in inventory as quickly as possible. Assists Shop Supervisor in the formulation of Request for Bids and Proposals for various automotive related parts and supplies; monitors requisitions from various contractors to assure accurate parts are received and properly charged at contracted rate. Assists Shop Supervisor in the design of cost savings procedures and methods to provide supply services with increased effectiveness. Inspects quantity and quality of delivered goods against prescribed specifications for acceptance or rejection.

Serves as Parts Specialist during a shift receiving requisitions, locating and providing accurate parts to mechanics; charges parts and supplies to appropriate account. Directs the work of other Parts Specialists including assigning duties, approving absences, auditing work for compliance to Division and Purchasing policies. may participate in selection processes for Stores Clerks and contribute to performance appraisals.

Conducts inventory of materials and supplies.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in automotive and medium/heavy truck parts/supply store operations including inventory management and ordering; High school graduation and technical or college training as a parts specialist including computerized inventory management (ASE certification as a Parts Specialist is desirable); or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of inventory management procedures including computerized inventory records.

Considerable knowledge of automotive and medium/heavy truck parts, supplies and components; parts identification and catalogue methods

Considerable knowledge of supplies, materials, and equipment for determination of prescribed specifications.

Considerable knowledge of City purchasing regulations and requirements or ability to acquire and apply such knowledge within a six month period.

Skill in the use and application of modern office procedures and equipment including personal computers and software to track inventory, parts availability and receive orders.

Considerable ability to manage inventory including verifying incoming and outgoing inventory; resolve inventory discrepancies; report lost sales; initiate special orders; proper core handling; warranty returns; determine proper selling unit increment; and broken kits and return items.

Considerable ability to locate parts group; identify parts numbers; and use cross reference/interchange parts lists.

Considerable ability to work independently, plan and organize one's own work for accomplishment.

Considerable ability to direct the work of others and develop cooperative working relationships within a team setting.

Considerable communication ability involving these customer relation components acknowledgment of others, offering greeting, and listening to customers; collecting information and identifying customer needs, establishing cooperative attitude with customers; dealing with angry customers, providing oral and written proposals, quotes, and specifications

Ability to maintain records and follow written and oral instructions in a clear, concise manner.

Ability to perform basic arithmetical calculations.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards. Ability to acquire a Class A driver's license within six months of appointment.

Work is performed in a shop setting both indoors and outdoors. Work is performed during a shift involving either early morning or late evening hours. Work requires standing on concrete surfaces for a shift of operation, the ability to frequently move heavy equipment and parts weighing up to 50 pounds with occasional moving of items weighing up to 75 pounds; bending, kneeling, stooping, climbing in, over and under vehicle and equipment and working around loud noises with constant interruptions. Work involves entering information into personal computers. Work involves gaining the cooperation of others. Work involves effectively performing duties with interruptions and changing priorities.

Personnel Director