



Parts Technician

Fleet Maintenance

Salary: \$23,319.45

JOB SUMMARY

This position performs technical duties in the maintenance of the Fleet Maintenance parts inventory.

MAJOR DUTIES

- Maintains parts and supply inventory; reorders stock as needed.
- Orders parts as requested by mechanics and other city personnel.
- Pulls parts and supplies from stock, issues to appropriate personnel, and bills proper work order.
- Stocks parts and supplies.
- Enters information related to the receipt of stock.
- Enters work order and vehicle information.
- Conduct random inventory spot-checks.
- Completes annual physical inventory.
- Compiles month-end inventory reports.
- Enters information related to surplus vehicles for auction.
- Files completed repair orders.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and department policies and procedures.
- Knowledge of inventory management principles.
- Knowledge of city purchasing policies and procedures.
- Knowledge of vehicle and equipment parts and supplies.
- Skill in the use of computers and job related software problems.
- Skill in troubleshooting and identifying problems and in devising related solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fleet Maintenance Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The variety of parts and supplies in the inventory contributes to the complexity of the position.
- The purpose of this position is to maintain the Fleet Maintenance parts and supply inventory. Success in this position ensures the ready availability of needed parts and supplies.

CONTACTS

- Contacts are typically with other city employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects and climbs ladders.
- The work is typically performed in an office, stockroom or warehouse.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervise inmate laborers as assigned.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within the time frame required by this department which is normally within six months, but may be altered.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER