



# Parts Technician

## Fleet Maintenance

### 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.