

# Fleet Parts Specialist I



## General Summary of Classification:

Supports the County's centralized fleet and equipment maintenance and repair operations managed by Central Automotive Maintenance (CAM) Division by ordering, receiving and issuing related parts and supplies; assists with inventory management and the management and maintenance CAM's storage areas and yard; performs related work as required.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This is the 1<sup>st</sup> level of an approved CDP -- refer to the current CDP for additional level-specific duties and requirements.

- Routinely uses personal computers and various County and web-based systems to accurately order, receive, warehouse, issue and inventory fleet related parts and supplies;
- Completes all transactions for fleet parts and supplies accurately and in a timely manner;
- Adheres to all established and recommended storage and handling protocols to prevent loss, deterioration and/or damage to fleet parts and supplies while in CAM's inventory;
- Assists with or handles the processing of cores and return parts to include Shipping, Receiving and Warehousing of cores;
- Assists with periodic physical counts of fleet parts and supply inventories;
- Recognizes and reports problems related to parts' conditions and inventory variances, notifies supervisor of concerns, handles or assists with actions to resolve discrepancies as directed;
- Drives County-owned vehicles to various locations to pick-up and/or deliver fleet parts and supplies as assigned;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic knowledge of the parts industry terminology, including acronyms and alternative names, automotive systems and equipment, systems-related components and parts, systems-related fluids, warranties, purchasing and return procedures (including exchange procedures), proper core handling, web-based systems routinely used to research and order parts, and proper procedures for storeroom, parts and inventory management.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Excellent customer service skills; excellent collaborative skills with demonstrated ability share information and work effectively, both independently and as part of a team, to ensure the timely procurement of parts and supplies; sound communication skills with demonstrated ability to support and collaborate effectively with internal customers and external suppliers to complete assigned duties accurately and in a timely manner.
- **Decision-making and Authority:** Adheres to all established procedures; routinely uses sound judgement to make decisions; recognizes and reports issues with parts and variances in inventories to supervisor; resolves issues and discrepancies as directed; assists with issue resolution as directed; appropriately keeps supervisor informed and involves supervisor as needed; excellent organization and time management skills; plans and executes assigned work effectively to successfully complete assigned tasks accurately, in a timely manner within established deadlines and budget.
- **Leadership:** Non-supervisory. Primary point of contact for the ordering and allocation of parts and related inventories.
- **Environment:** Typically works in an indoor setting; may be required to work in various indoor and outdoor locations and in various temperature and weather conditions, which may include extreme weather and temperatures.
- **Physical:** Visual acuity sufficient to determine condition and conformity of goods to OEM and other relevant specifications, verify accurate receipt of orders and assist with inventory management; visual and hearing acuity sufficient to ensure the safety of self and others and safely perform assigned job duties in various work-related locations and conditions as assigned; physical condition sufficient to safely operate County vehicles and equipment, utilize all required PPE and to perform heavy lifting, carrying, loading and unloading of items incidental to assigned job duties with and without assistance.

## Minimum Education and Experience:

**Education:** High school diploma/GED including participation in a relevant technical program, or other relevant coursework;

**Experience:** Prior relevant job experience or other hands-on experience gained via relevant technical education program;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license; refer to the current approved CDP for other level-specific license, certifications and requirements.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.