

Fleet Parts Specialist II



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 2nd level of an approved CDP -- refer to the current CDP for additional level-specific duties and requirements.

Proficiently performs the duties assigned to Fleet Parts Specialist I plus:

- Uses personal computers and various County and web-based systems to accurately research, order, receive, warehouse, issue and inventory fleet related parts and supplies, provide frontline support to internal and external customers, assist internal customers with parts research and identification; and properly create and execute purchase orders;
- Receives goods for warehousing and distribution, ensures deliveries are accurate and complete, confirms goods conformity to order and other relevant specifications, and works with suppliers daily regarding outstanding purchase orders, shipment of goods, damaged/missing goods, invoicing matters and on the resolution of related issues;
- Verifies on-hand inventories as assigned, recognizes and reports problems related to parts' conditions and inventory variances, appropriately resolves discrepancies and keeps supervisor appropriately informed;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working 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 demonstrated proficiency using 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:** Sound verbal and written communication skills; communicates clearly and accurately with the County and department staff and vendors; excellent collaborative skills with demonstrated ability share information and work effectively, both independently and as part of a team, to ensure the timely and accurate procurement and issuing of parts and supplies; excellent customer service skills with demonstrated ability to support and collaborate effectively with CAM staff, internal customers and external suppliers to meet CAM's and County departments' operational needs and 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: Two (2) years proficiently performing CDP level I duties, or two or more years of other relevant automotive parts and storeroom experience resulting in the necessary proficiencies;

OR: An equivalent combination of experience & training which provides the required proficiencies, knowledge, skills, abilities.

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

- Valid driver's license, ASE P2 Automotive Parts Specialist certification, Class C UST Operator training; refer to the current approved CDP for other level-specific license, certification & training 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.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.