

County of Henrico Job Classification

Fleet Parts Supervisor



General Summary of Classification:

Supervises the staff and activities of the County's Central Automotive Maintenance (CAM) parts operation. Directs training, work assignments, and sets performance expectations of Parts staff. Responsible for purchasing, receiving, parts inventory control management, distribution, and CAM warehouse/storage operations and processes at multiple locations. Audits and generates reports of inventories, related costs and values, and forecasts for parts/logistical ordering. Receives limited supervision.

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

- Manages inventory counts, prepares, reviews, and evaluates parts management reports related to order processing and inventories for accuracy and discrepancies, researches and resolves discrepancies using appropriate corrective actions.
- Forecasts parts inventory needs, material costs, internal inventory control measures, and cost control procedures using data and internal department statistical analysis for required CAM parts, equipment, and other department specific supplies.
- Manages parts obsolescence and core programs and assists with forecasting capital equipment replacements.
- Prepares spending, cost projections, trend analyses, parts inventory levels, and or other Department directed reports.
- Managers purchase orders to restock inventory for assigned parts category groups.
- Promotes a culture of safety and security; works to minimize risks to workers, the building, and parts inventory.
- Trains and supervises parts staff in the correct procedures for procuring, handling, storing, and distributing parts supplies.
- Ensures all purchasing activities, including obtaining bids, and any surplus inventory disposal is conducted in strict accordance with current County procurement and surplus policies and procedures.
- May actively develop or recommend best practice policies and processes for approval and implementation.
- Performs other duties as assigned.

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

- **Occupation-specific:** Extensive working knowledge of the parts industry terminology, procurement and inventory management processes, 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; extensive working

knowledge of CAM-specific inventories, storeroom, and warehousing procedures and ability to train new staff.

- **Technical:** Proficient in relevant logistics, inventory, or other department specific proprietary software, and Microsoft Office.
- **Interpersonal, Communication and Customer Service:** Excellent verbal and written communication skills; communicates clearly and accurately with all levels of County & department staff and vendors; ability to provide required supervision and training; excellent collaborative skills with demonstrated ability to share information and work effectively, both independently and as a team lead, to ensure the timely and accurate procurement and issuing of parts and supplies; excellent customer service skills; trains, supports and collaborates 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 independent decisions; recognizes and reports issues with parts and variances in inventories and proposes solutions to Division Lead; resolves issues and discrepancies as directed; appropriately keeps Division and Department leadership informed and involves peers as needed; excellent organization and time management skills; plans, assigns, and executes work effectively to successfully complete associated team tasks accurately, in a timely manner within established deadlines and budget.
- **Leadership:** Supervisory; Basic understanding of managerial theory and practices with proven supervisory skills; ability to plan and manage projects, assigned personnel, and resolve questions, concerns, and other parts warehouse and supply issues.
- **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 and hearing acuity sufficient to perform inspections and operate equipment; physical ability to work in field environments and lift equipment as needed.

Minimum Education and Experience:

- **Education:** High school diploma or GED including participation in a relevant technical program, or other relevant coursework.
- **Experience:** Five (5) or more years of automotive parts and storeroom experience, including one (1) year in a supervisory capacity.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

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

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS ICS courses
- Valid driver's license, Class C UST Operator training, Forklift Operator Instructor.

Job Code: G.H.G.0005

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.