

## FLEET MAINTENANCE PARTS SPECIALIST

**POSITION SUMMARY:** Performs a variety of semi-skilled work related to parts inventory and parts inventory processes to support the maintenance and repair of City vehicles and equipment.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the Motor Pool Supervisor or designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs a variety of routine and standardized clerical and statistical duties to maintain Motor Pool inventory, including records of material availability, location and status.
2. Prepares routine reports to support the inventory used to maintain and repair City vehicles and equipment.
3. Orders and stocks part and carries out related duties including invoicing and coordinating pick-up and delivery.
4. Maintains inventory control of materials used including but not limited to parts, fuel and oil supplies.
5. Identifies best available source for purchases to ensure compliance with established budgetary and purchasing policies and procedures. May also assist with the development of bid specifications.
6. Sweeps and scrubs floors and work areas, empties trash and performs other work required to maintain a clean, uncluttered work environment.
7. Prepares information for records and reports including documentation of activities.
8. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree, supplemented by responsible work experience in automotive, truck or vehicle parts industry.
- B. Knowledge of automotive parts and inventory.
- C. Demonstrates a mechanical aptitude.
- D. Ability to communicate effectively, prepare accurate reports and to understand and follow instructions.
- E. Demonstrates skill in the use of computers and software programs including Microsoft

Office, fleet programs, and the ability to learn other programs as required. Prefer knowledge of inventory management and control programs.

- F. Ability to establish effective working relationships and uses good judgment and resourcefulness when working with staff, vendors, volunteer workers, other governmental agencies and the public.
- G. Ability to work as a team and with minimum supervision. Possesses self-supervising attributes, and a positive, congenial attitude.
- H. Possession of a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the repair shop and occasionally in a business office setting. The noise level in the work environment ranges from noisy in the repair shop to quiet in the office. The employee is required to drive in inclement weather.

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