



Office of Human Resources  
Fleet Parts Specialist II – CJ3287  
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### General Statement of Duties

Performs intermediate level stockroom duties on automotive and heavy equipment parts. This includes ensuring adequate stock of materials, parts, supplies and maintaining inventory control systems.

### Distinguishing Characteristics

The Fleet Technician II is distinguished from the Fleet Technician I which performs entry level Stockroom duties which includes verifying fleet parts, stocking shelves, pickup and delivery of parts and maintaining cleanliness of various areas of the distribution center.

### Essential Duties

Research and issue a variety of automotive and heavy equipment parts as requested by fleet personnel (i.e. light duty passenger vehicles, excavators, paving equipment, fire trucks, dump trucks, tractor trailers, street sweepers, garbage trucks, etc.)

Perform immediate inventory on any stock parts issued, as well as received to accurately track, maintain, and record inventory levels, and notify appropriate personnel of inventory discrepancies.

Work with vendors to order parts using multiple methods including vendor websites, email, and over the phone interactions.

Process and return parts to vendors or warehouse for any parts not needed or ordered incorrectly. Work with vendors on replacing or requesting a credit where parts are under warranty.

Use purchase orders for contracted vendors, or a city provided purchasing credit card for uncontracted vendors to purchase parts.

Ensure purchase requests are filled out completely, warranty information is notated, and part costs are accurately recorded.

Works with vendors to order non-routine, non-stock items, fills out purchase order request, processes invoices and P-Card payments, and determines shipment priority.

Communicate with fleet technicians and supervisors to ensure the correct parts are identified and ordered.

In accordance with established guidelines, reconcile P-Card payments accurately and timely, ensure accuracy of billing by vendors and code purchases correctly in inventory management system. and the City's financial system

Enter new part orders into inventory management system, updating and adding new part information as needed.

Complete vehicle and parts status reports to ensure vehicles are in the proper status and that the work order notes are updated appropriately.

Track status of special orders necessary for completion of repairs for essential city vehicles and equipment.

Monitor parts on order using daily run reports for fleet vehicles and equipment Update work orders with estimated times of arrival from vendor or storeroom, and notify appropriate personnel of any changes (delayed shipments, backorders, etc.)

Communicate frequently with team members at multiple locations in the City and County of Denver to transfer parts from other storerooms, or to have parts picked up from vendors that may not deliver.

Unpack, inspect, and verify quality and quantity of part orders received from vendors and storerooms against a packing list or invoice. Once verified accurately, receive orders into inventory management system.

Operate a forklift, and use various tools including pallet jacks, carts, and dollies for movement and storage of stock and special-order items.

Interpret City Master Purchase Order contract clauses, sections, and amendments to ensure correct pricing, shipping, overall vendor accountability

Assist in the training of employees to identify parts, materials, and perform computer functions.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions

## Knowledge & Skills

Knowledge of various automotive and heavy equipment parts and materials.

Working knowledge of automotive, heavy duty and other mechanical equipment.

Knowledge of shipping and receiving processes to be able to monitor received and missing items.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Skill in using a forklift.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of experience in an automotive or heavy-duty equipment repair setting, including parts identification receiving, stocking, issuing and maintaining inventory records of automotive and heavy-duty equipment parts and supplies. A working knowledge of automotive, heavy duty and other mechanical equipment is required.

### **Education and Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure and/or Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Driver's License at the time of application.

### **Working Environment**

Temperature Changes: Variation in temperature from hot to cold.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Subject to burns and cuts

Personal Safety: aware of surroundings, people, and events.

Occasional pressure due to multiple calls and inquiries.

Noise: Sufficient noise to cause distraction or possible hearing loss.

Handles emergency or crisis situations.

Handles absentee replacement on short notice.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to hot and humid work environment.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to dust.

Potential exposure to cold weather conditions (indoor/outdoor)  
Atmospheric Conditions: Conditions that effect the skin, eyes or respiratory system.  
Subject to many interruptions.

### Level of Physical Demands

4-Heavy (50 - 100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 100 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade: NE-09**

**FLSA Code: N**

**Established Date: 10/18/2020**

**Established By: AD**

**Revised Date:**

**Revised By:**

**Class History:**