



Office of Human Resources  
Fleet Parts Specialist III – CJ3288  
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### General Statement of Duties

Performs full performance professional level stockroom duties on automotive and heavy equipment parts. This includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

### Distinguishing Characteristics

The Fleet Parts Technician III is distinguished from the Fleet Technician II which 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. It is also distinguished from the Fleet Parts Technician Supervisor who supervises Fleet Parts Technicians.

### Essential Duties

Verify invoices, ensuring proper payment method is used, and vendor charges are within contracted expectations. Once verified enter invoices into a web-based program for payment processing.

Accurately enter requisitions into the City's financial program to obtain purchase order numbers for payments on parts, and repair services from vendors.

Respond to emails from team members and vendors while efficiently dispatching drivers for part pickups and storeroom transfers.

Use daily run reports to identify stock parts needed for specific storerooms. Use an inventory management system to transfer stock parts from the distribution center to stockrooms and ensure parts are accurate before leaving the distribution center.

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 verify and adjust inventory levels as appropriate.

Collaborate with Fleet Parts Technician I to ensure accurate parts are picked up according to priority and dropped off at appropriate location.

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

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.

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.

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.)

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

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

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 our inventory management system.

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

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

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

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.

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.

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

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.

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

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

## Knowledge & Skills

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

Knowledge of various automotive and heavy equipment parts and materials.

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

Knowledge of ordering and controlling supplies to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques to be able to maintain adequate levels of supplies.

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.

Knowledge of computers, basic spreadsheet/database software and/or enterprise inventory management software.

### **Level of Supervision Exercised**

None

### **Education Requirement**

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

### **Experience Requirement**

Five (5) years' experience in an automotive or heavy-duty equipment repair setting, including parts identification receiving, stocking, issuing, and maintain inventory records of automotive and heavy-duty equipment parts, equipment, supplies, or materials which must include purchasing experience.

### **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.

Licenses and certifications must be kept current as a condition of employment.

### **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-11**

**FLSA Code: N**

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

**Established By: AD**

**Revised Date:**

**Revised By:**

**Class History:**