



Office of Human Resources
Fleet Parts Specialist Manager – CJ3290
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General Statement of Duties

Manages the functional and operational area of the fleet automotive and heavy equipment distribution center, and multiple city stock rooms and creates and implements standard operating procedures and monitors agency performance to ensure criteria is met. Directs supervisors and individual contributors involved in the distribution of a variety of automotive and heavy equipment parts and equipment at multiple locations. Collaborates with City Purchasing in the competitive bid process including vendor selection for major city contracts, managing vendor contracts, and blanket purchase orders.

Distinguishing Characteristics

The Fleet Parts Technician Manager is distinguished from the Fleet Parts Technician Supervisor which performs supervisory duties over employees involved in the purchasing, stocking, and distributing of a variety of automotive and heavy equipment parts, materials and equipment.

Essential Duties

Supervises the work of supervisors and technicians involved in procuring and distributing a variety of automotive and heavy equipment supplies, materials, parts, and equipment and coordinates activities between stockroom and other departments. Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Manages key performance indicators which entails oversight and direction of part and supply usage for thousands of individual part numbers and makes business decisions for purchasing parts and supplies while ensuring the correct parts and quantities are available on demand.

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

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Ensures repairs performed by outside vendors or via a p-card are tracked and paid in accordance with purchasing and fiscal rules.

Regularly meets with internal stakeholders to assess overall performance, introduce new policies, streamline existing policies, and foster collaboration between multiple fleets.

Serves as subject matter expert for the competitive bid process which includes reviewing and updating parts procurement contract language to ensure city interests are prioritized.

Sets initial service and accountability expectations with vendors to ensure correct price, deliveries and timelines are met. Researches outstanding invoices and vendor statements and works with vendors to receive payments and maintain strong working relationships.

Create, revise and implement standard operating procedures and training programs for multiple teams to ensure efficiency and accuracy across multiple locations.

Manages functional and/or operational area(s) within a division. Represents the section's positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the section. Optimizes performance of the section by meeting or exceeding the established KPI performance benchmarks.

Organizes and applies section's standards, procedures, systems and guidelines.

Implements policies, programs, operating procedures and practices for the section and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

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

Knowledge of safety practices and precautions to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

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

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

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

Knowledge of various automotive and heavy equipment parts and materials

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

Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

Education Requirement

Bachelor's Degree in Business or related field.

Experience Requirement

Three (3) years of experience supervising employees involved in the distribution of a variety of automotive and heavy equipment supplies, materials, parts and equipment.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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

Licensure and/or Certification

None.

Working Environment

Temperature Changes: Variation in temperature from hot to cold when works in the field.

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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 heat temperatures
 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

1-Sedentary (0 - 10 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 10 pounds from one level to another.
 Pulling: Exerting force upon an object so that it is moving to the person.
 Pushing: Exerting force upon on 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
 Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12

FLSA Code: Y

Established Date: 10/18/2020

Established By: AD

Revised Date: 10/21/2021

Revised By: AD

Class History: 10/21/2021 - Equivalency revised.